



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2022

DATE ISSUED 11 NOVEMBER 2022

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). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 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.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 25 November 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 43/01</u>	:	<u>DIRECTOR: NATIONAL EXTENTION REFORM REF NO: 3/2/1/2022/639</u> Directorate: National Extention Reform
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Agricultural Science majoring in Agricultural Extension / Agricultural Economics or Development Studies (NQF Level 7). Minimum 5 years' experience at middle / senior managerial level in the extension and advisory services environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and Labour Relations Act. Understanding of Government's vision, priorities and priorities outcome. Understanding of relevant prescripts including Public Service management prescripts as well as legislation that governs skills development. Awareness of existing policies and an understanding of the integrated nature of extension support services and the need for managing intergovernmental relations in this regard. Knowledge and understanding of the White Paper on the transformation of the Public Service (Batho Pele). Job-related skills: Financial management skills, Strategic capability and leadership skills, Programme and Project management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and Customer focus skills, Communication skills (verbal and written), Honesty and Integrity. Change Management. A valid driver's licence and willingness to work additional and extended hours. Willingness to travel.
<u>DUTIES</u>	:	Coordinate and manage the development of a regulatory framework for national extension support services. Co-ordinate and manage the review and development of National extension services, policies and guidelines. Facilitate the identification of policy areas and policy inputs to guide the improvement of national extension and advisory services. Co-ordinate and manage the development and implementation of norms and standards for service providers and extension practitioners in the provinces. Co-ordinate and manage the development and implementation of norms and standards for national extension and advisory services. Design a quality assurance system for monitoring and evaluation of the implementation of National policies and guidelines for extension support services. Conduct research to identify alternative regulatory mechanisms for extension and advisory services. Establish and promote strategic alliances with key stakeholders in respect of extension and advisory services policies, norms and standards for agriculture, land reform and rural development sector. Provide technical advice and support on national extension policies, strategies and programmes. Co-ordinate the provision of administrative support for the maintenance of policies, norms and standards. Monitor and enforce compliance with the national extension services regulatory framework. Co-ordinate and manage the review and development of a system for managing the performance of extension practitioners as well as service providers. Monitor the level of provincial compliance against norms, standards and policy requirements. Provide direct support to provincial departments in respect of compliance requirements and trends. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources. Co-ordinate and facilitate the establishment of institutional mechanisms for implementation and monitoring of policies, norms and standards in extension and advisory services. Facilitate the establishment of regulatory structures and

forums. Co-ordinate activities of the relevant regulatory structures and forums for national extension support services. Manage the implementation of a framework for assessing the effectiveness and efficiency of extension and advisory services institutional mechanism in the sector. Monitor and evaluate the functioning on various institutional mechanisms and their impact on the delivery of extension and advisory services in the sector. Generate relevant reports on the implementation of extension and advisory services policies/norms and standards/and relevant frameworks.

ENQUIRIES
APPLICATIONS

: Mr B Msomi Tel No: (012) 319 6446
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

OTHER POSTS

POST 43/02

: **SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2022/646**
Directorate: Plant Health

SALARY

: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE
REQUIREMENTS

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or relevant qualification in Plant Pathology, Nematology, Entomology. (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 years post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and International trade. Pest Risk Analysis. Plant pest surveillance and response. Pest eradication and control. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures and other legal compliance. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software) and scientific applications. Auditing procedures. Relevant industries structures. Programme and project management. Research and development. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills, Decision making skills, Team leadership skills, Creativity skills, Financial management skills, Customer focus and responsiveness skills, Communication skills (verbal and written), Computer literacy, Networking skills, Planning, organising and execution skills, Conflict management skills. People management skills, Change management skills, Problem solving analysis skills, Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Report writing. The ability to drive. Willingness to travel and work irregular hours.

DUTIES

: Ensure the development and implementation of policies, systems and procedures. Develop and maintain Early Warning System (EWS), scientific standards and standard operating procedures (SOPS), service levels according to organizational objectives. Conduct policy audits to monitor and ensure pest management is in compliance with national and international plant health measures and standards and organizational goals. Visit Inspection Services (IS) Inspectors and other role players to audit running surveillance and pest control actions to ensure or amend viability. Update protocols and plans against newest available information. Ensure the development of training material (presentations / manuals) with regard to the execution of early warning

systems for specific pests. Facilitation of innovative proposals in relation to EWS. Review and recommend or approve specific scientific projects for the division. Provide strategic leadership and direction. Align projects to organizational strategies. Provide support and advice to industry and stakeholders. Develop and maintain relationships and collaborations. Coordinate early warning systems operational procedures and actions through colleagues of the Directorate: Inspection Services (DIS), Directorate: Food Import and Export Standards (DFIES) and other role players. Arrange, chair and attend pest specific or commodity specific steering committees, workshops and meetings with current and future role players to enhance role player participation and pest awareness of current projects. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Manage and ensure that pest-initiated plant health risk assessments (PRA), surveillance and pest control are conducted, on international accepted standards. Coordinate PRA processes and priorities. Evaluate draft pest import conditions and work programs. Evaluate and / or audit import regulatory systems. Provide regulatory advice and inputs to draft legislation pertaining to plant health and biosecurity. Drafting of pest survey protocols, contingency plans and eradication programs to establish early warning systems for identified pests including the management and maintenance of established early warning systems regarding plant health biosecurity. Provide and customize effective scientific early warning system models to prevent and respond to the incursions of exotic pests. Establish and maintain the drafting of early warning system policies, through pest survey protocols, contingency plans and eradication programs for specific pests on a scientific and international accepted level. Evaluate surveillance programs results and ratify, monitor and disseminate data. Ensure the design the scientific methodology. Research and development. Ensure the development of publishable scientific documents according to the relevant SOPS regarding, PRAs surveillance and eradication actions, results and way forward. Publish PRAs, survey results and control actions. Maintain information regarding early warning systems in an information data base. To transfer relevant data to a national database, evaluate and improve on the data base. Financial management. Allocate, monitor, control expenditure according to the budget to ensure efficient cash flow management. Manage the commercial value add at the discipline related programmes and projects. Asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives in support of individual development objectives. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.

**ENQUIRIES
APPLICATIONS**

: Mr JH Venter Tel No: (012) 319 6384
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 43/03

: **SCIENTIST MANAGER (GRADE A – B) REF NO: 3/2/1/2022/647**
 Directorate: Plant Health

SALARY

: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or relevant qualification in Plant Pathology, Nematology and Entomology. (NQF Level 9). A valid driver's licence. Compulsory registration

with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies, and procedures. Provisioning Administrative System, policies, and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Computer literacy and report writing. The ability to drive. Willingness to travel and work irregular hours.

DUTIES

: To manage the resources of the Division Plant Health Import / Export Protocols regarding personnel, finance and infrastructure. Human Resource Management. Financial Management. Line Function Management. Provision of and inventory management. To ensure an effective plant health system that supports agricultural marketing and trade in compliance with international plant health obligations and responsibilities. Managing and maintaining the Plant Health aspects of import and export work programmes and protocols for specific plants and plant commodities on request of and in consultation with relevant role players and stakeholders. Establishing, maintaining, and applying national phytosanitary standard operating procedures, in consultation with relevant role players and stakeholders; related to export regulatory service pertaining to plants, plant products and regulated articles in international trade, and import control of plants, plant products and regulated articles. Coordinate and participate in different bilateral and multilateral meetings. Management of information system in support of the relevant line functions. Establish and maintain effective communication channels regarding work programmes, protocols, import conditions, contact details and other relevant information. Establish and maintain communication with internal / external clients (producers and exporters), National / International organization and other industry. Provide Republic of South Africa National Plant Protection Organisation (NPPO) input regarding International Standards for Phytosanitary Measures (ISPM) and phytosanitary standards. Provision of technical inputs or perform other functions that enhance the performance of the Directorate Plant Health.

ENQUIRIES APPLICATIONS

: Mr Silimela Tel No: (012) 319 6241
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 43/04

: **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/652**
 Directorate: Strategic Land Acquisition

SALARY

: R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS

: Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at junior management level in land acquisition environment. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution of Land Rights Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as a key priorities of

government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant Prescripts Pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills (verbal and written), Strategic management skills, Negotiation skills, Computer literacy, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.

DUTIES : Manage the provision of land acquisition and allocation services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets for acquisition by the state for emerging farmers. Manage development of service level agreement on leased assets with emerging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Provide regional land acquisition and allocation services. Manage the implementation of the land redistribution programmes. Manage and coordinate the implementation of land acquisition and development support service. Manage the selection of suitable candidates for land allocation. Monitor allocation acquired land to category and targeted groups. Monitor the alignment of land allocated to the beneficiary selection policy. Monitor the selection process of beneficiaries for the land allocation. Coordinate land allocation approval process through relevant approval structures. Manage the identification of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the strategic partners and the emerging farmers.

ENQUIRIES : Mr E Du Toit Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

POST 43/05 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/649**
Directorate: Corporate Services

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Human Resource Development / Labour Relations / Public Management / Public Administration (NQF Level 6). Minimum of 3 years' experience at junior management in Human Resource Management. Job related knowledge: Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) resolutions, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills and Problem solving skills. A valid driver's licence, Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate, Knowledge and experience in pension administration.

DUTIES : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events on PERSAL. Manage the compilations statistics on cases. Manage employee performance management, training and development system. Oversee and manage the submission of Performance Agreements. Oversee and manage the mid-term

review assessments. Oversee and manage the annual assessment process. Coordinate and facilitate the assessments of staff including Senior Management Services (SMS) members. Provide statistics on compliance. Oversee and manage the capturing of Employee Performance Management and Development System (EPMDS) documents on PERSAL. Oversee and manage the capturing of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the Training and Development Committee. Manage and oversee the submission of training requests to National Office. Oversee and monitor the provisioning of training and development in the Province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the Province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advice on training and EPMDS matters. Manage employee health and wellness programmes. Oversee and manage the implementation of employee health and wellness programmes. Ensure provision of reports with regards to employee health and wellness programmes and referrals to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.

- ENQUIRIES** : Mr T Mashoai Tel No: (053) 830 4042
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 43/06** : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/654**
Directorate: Legal Support
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement

agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

**ENQUIRIES
APPLICATIONS**

: Mr M Shai at 082 947 8491
: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard Street, Koos Smit Building, Polokwane, 0700.

NOTE

: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 43/07

: **CHIEF EVALUATION ANALYST REF NO: 3/2/1/2022/642**
Directorate: Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a 3-years Bachelor's Degree / National Diploma in Social Sciences, Agricultural Sciences, Public Administration, Demography and Development studies (NQF Level 6). Minimum of 3 years' experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations, Good stakeholder liaison skills, coordination and problem-solving skills, Good report-writing skills, Good communication skills (verbal and written), Presentation skills, Good computer skills, Statistical analysis and interpretation skills, Data management skills and Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distance for extended periods. A valid driver's licence.

DUTIES

: Develop and maintain evaluation frameworks and guidelines. Conduct literature review and assessment of best practice for benchmarking. Coordinate and facilitate the development of the departmental evaluation plan. Evaluate strategic projects and programmes according to the departmental evaluation plan. Assess and analyse research material to inform evaluation studies. Engage with stakeholders to foster buy-in for evaluations. Facilitate the development of programme evaluation plans. Facilitate the development of evaluation concept notes. Develop evaluation design and methodology. Write Comprehensive Evaluation reports for DALRRD. Facilitate capacity building of evaluation within the Department. Design and implement data collection methods for statistical and non-statistical data. Conduct research to inform appropriate data collection tools methods. Design appropriate data collection tools for evaluations. Conduct evaluation fieldwork. Analyse and interpret evaluation data. Develop appropriate data capturing tools. Ensure capturing of data. Clean data and make follow-ups on missing variables. Analyse collected data. Produce quality data analysis reports presenting findings in a graphic, tabular and narrative form. Monitor the implementation of evaluation recommendations for organisational learning and continuous improvement. Develop monitoring tools for the implementation of evaluation recommendations. Assist stakeholders with the development of improvement plans to address evaluation recommendations. Periodically monitor the implementation of evaluation improvement.

**ENQUIRIES
APPLICATIONS**

: Mr K Themba Tel No: (012) 312 9637
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets,

		Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 43/08</u>	:	<u>ASSISTANT DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/644</u> Directorate: Plas Asset and Lease Revenue Management Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Commerce / Financial Management / Accounting. Minimum of 3 years' experience at supervisory level within asset and facilities environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognized Accounting Practice (GRAP). Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills, Supervision skills, Consultation skills, Problem solving skills, Planning and organising skills, Training and development skills and Analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage the compilation of the asset register as per prescripts. Approve measurement and recognition of assets. Ensuring that all assets are accounted for and the asset register is updated. Maintenance of asset register. Review monthly calculated depreciation and approve journals. Ensure that the annual review of assets useful lives is conducted as per prescripts. Validate and review the calculated impairments figures in accordance to the approved impairment methodologies. Develop spot checks plan as per operational plan and ensure implementation. Review and approve spot checks reports and ensure implementation on the asset register. Review asset register and other information relevant for verification and submit to the verification team. Manage the implementation of asset verification reports. Ensure that disposal / write off processes are implemented. Coordination of reconciliations and reports. Review monthly reconciliation reports between asset register and other systems. Review mid-year and year-end reconciliation between asset register and other systems and provide recommendation on exceptions. Review monthly, interim and yearly Asset Register and General Ledger Asset Reconciliation reports and notes to the financial statements. Good governance principle. Prepare Agricultural Land Holding Account (ALHA) asset management budget inputs and projections. Provide monthly in year monitoring (IYM) inputs. Ensure correct distribution of monthly reports. Manage and respond to audit queries. Develop and sign performance agreements with subordinates (in line with Employee Performance Management and Development System (EPMDS) policy). Conclude performance assessments timely. Supervise subordinates accordingly and ensure availability of work resources. Ensure that training is attended for identified development area. Manage the filing system of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr OC Nyamandi Tel No: (012) 312 9215
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 43/09</u>	:	<u>CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2022/655</u> Directorate: Inspection Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree / Bachelor of Technology, Bachelor of Agriculture or Bachelor of Science in (Agriculture / Agriculture Management / Plant Production / Crop Production / Crop Protection / Plant Health / Plant

Pathology / Horticulture / Animal Production / Livestock Production / Food Technology / Microbiology). Minimum of 3 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, Sanitary and food quality matter. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Listening skills, Computer literacy and Report writing skills. A valid driver's license and the ability to drive. Willingness to work extended hours and to travel.

DUTIES : Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customer queries. Ensure the issuing of phytosanitary, quality and export certificates as required for international trade purposes. Ensure the auditing of phytosanitary, quality and food safety management systems as well as assignees. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers/exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

ENQUIRIES : Mr G Tsako Tel No: (021) 809 1641
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

NOTE : African Males and Persons with disabilities are encouraged to apply.

POST 43/10 : **CHIEF AGRICULTURAL LEGISLATIVE INSPECTOR REF NO: 3/2/1/2022/648**
 Directorate: Agricultural Inputs Control
 Re-advertisement, applicants who applied previously are encouraged to apply.

SALARY : R321 543 per annum (Level 08)
CENTRE : Northern Cape (Upington)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree in the field of Agriculture (Animal Health / Parasitology, Agronomy, Nutrition, Plant Pathology, Entomology, Weed Science). 2 years relevant experience in planning, controlling, organizing and leading enforcement and monitoring team activities. Job related knowledge: Public Finance Management Act. The Public Service Act. Document Tracking System. Relevant computer training. Relevant act and International Agreements. Regulation / Standards. Customer services. Financial management. Meeting procedures. Evaluation of Products. Computers: Networks. Supervision of personnel and related matters. Job related skills: Good interpersonal skills. Ability to communicate well with people at different levels. Planning and organizing skills. Ability to motivate people / subordinates. Good telephone etiquette. Ability to act with tact and discretion. Interpretation of relevant legislations. Identification of shortcomings in legislations. Training / guidance of personnel in the performance of their tasks. Communication skills (written and verbal). Negotiation / Influencing skills. Budgeting and application of funds. Public speaking skills. Problem solving skills. Conflict resolution and management skills. Information management skills. Identification and planning skills. Relevant computer software (Microsoft Office). Supervision of personnel

and related matters. Chairing of meetings. Willingness to work extended hours. Willingness to Travel. A valid driver's licence and ability to work under pressure.

DUTIES : Render inspection in accordance to relevant act and legislation. Conduct inspections at manufacturing facilities and retailers, Pest Control Operators, sterilizing plants and import sites. Issue non-compliance / compliance notice to clients. Conduct plant pre-inspections to facilitate registration. Provide advice and guidance to stakeholders, manufacturer, farmers, distributors, Pest Control Operators and consultants with regards to compliance to legislation, regulations and procedures. Provide technical reports to stakeholders and other strategic partners (inspection, compliance and non-compliance). Seize non-complying products / operations. Conducts sampling for monitoring purposes. Interact and collaborate with various stakeholders with regards to technical matters. Develop / compile progress reports on outstanding and finalize work. Initiate prosecution with non-compliance. Conduct audits. Assess compliance to all applicable regulatory standards through performance of quality audits. Assess quality assurance practices within the industry, Pest Control Operators, sterilizing plants and farmers including Quality System Requirements. Apply appropriate auditing methodologies (sampling techniques, following audits trails, investigations, reporting, etc). Issue non-compliance / enforcement notice to clients. Initiate the review and approval of audit responses and corrective action plans. Advise the industry on regulatory requirements including domestic and internal standards applicable to the company and consequences of non-conformance. Make recommendations, follow up and initiate prosecution for non-complying products / operation. Seize non-complying products / operations. Compile audit reports. Complaint management. Analyse, categorise and prioritise complaints according to the level of risk involved. Conduct inspections and investigations on the matter and report thereon. Initiate prosecution for non-compliance. Refer dockets to the relevant authorities South African Police Service (SAPS) / court-prosecutors for finalisation. Give guidance to the SAPS, Prosecutor, etc. with regards to handling matters related to Act 36 / 47 and which needs to be prosecuted to SAPS and Prosecutor. Prepare and provide advice for trial purposes. Testify in court where necessary. Present condemnation to be filed to State Attorneys and Legal counsel and appeal court cases. Seize non-complying products / operations. Provide reports accordingly. Conduct awareness campaign / capacity building. Develop presentations and awareness material. Conduct awareness campaigns for internal and external stakeholders (farmers' days, agricultural shows, meetings, workshops, etc). Coordinate, liaise and lead in activities related to awareness with various stakeholders. Conduct raids at points of interest (railway stations, taxi ranks and other informal markets). Represents the Department at stakeholder meetings (industries, various Departments, Directorates, farmer's organisations, etc).

ENQUIRIES : Mrs MJD Israel Tel No: (051) 409 2651
APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.

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

POST 43/11 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2022/650**
Directorate: Corporate Services

SALARY : R321 543 per annum (Level 08)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations / Social Science in Human Resource Management and Psychology. Minimum of 2 years' experience working in a Human Resource Management Environment. Job related knowledge: Knowledge of Human Resource. Labour and Employment Legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Interpersonal skills, Planning and Organising skills and Presentation skills. A valid driver's licence. Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave

		Administration Certificate. Knowledge and experience in pension administration.
<u>DUTIES</u>	:	Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfer and translation on PERSAL. Facilitate employee benefits and conditions of service. Quality assure documents received for termination of service. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submissions of pensions forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement / approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the Province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) reports. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for the signatures of moderating committee chairperson. Inform employee (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progression. Compile database of Performance Development Plans (PDP). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on Employee Relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the outcome on the resolution of grievance. Compile statistics on disciplinary cases submitted.
<u>ENQUIRIES</u>	:	Ms T Oliphant Tel No: (053) 830 4056
<u>APPLICATIONS</u>	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	:	African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 43/12</u>	:	<u>SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2022/653</u> Directorate: Property Management
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agriculture / Property Management / Law (Property Law). 2 years' experience working in property management field or environment. Job related knowledge: Public Financial Management Act (PFMA), Understanding of the value-added development of communities, Knowledge of project management, knowledge of land reform prescripts and policies, Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management,

- Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individual who takes initiative, willing to travel and / or work irregular hours.
- DUTIES** :
- Facilitates and finalise signing of leases, caretakership agreements and quality assure lease caretakership agreements. Provide inputs to submissions compiled. Prepare submissions for lease portfolio. Provide secretariat services to beneficiary selection committee. Administer electronic lease management and information systems. Capture beneficiary details on Land Administration Web (LAW). Upload approval documents on the systems. Generate contracts and reports on the systems. Administer the signing of land and caretaker agreements. Manage compliance with land management system and support to District. Conduct verification of state land and payment of utility and other statutory charges on agricultural state land subject to agricultural lease and caretaker agreements. Obtain aerial photographs, general plans and verify coordinates. Compile inspection reports. Compile list of immovable assets. Coordinate and conduct verification of state land. Ensure proper usage and maintenance of warehoused and leased assets. Maintain records of contracts and inspection reports. Forward project related documents to registry. Scan and file signed documents. File lease contracts in line with contract filing process. Keeping of records of original contract and inspection reports.
- ENQUIRIES APPLICATIONS** :
- Ms M Sitsila Tel No: (051) 400 4200
 - Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** :
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 43/13** :
- SENIOR AGRICULTURAL REGISTRATION OFFICER REF NO: 3/2/1/2022/659**
 Directorate: Agriculture Inputs Control
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- R321 543 per annum (Level 08)
 - Pretoria
 - Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Public Management / Administration or Office Administration / Business Administration / Business Management. Minimum of 2 years relevant experience in administration in the Regulatory Environment. Job related knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with Sterilizing Plants and Pest Control Operations regulations and standard operating procedures, Public Service Regulations, Procurement procedures, Public Finance Management Act (PFMA), Department of Public Service and Administration (DPSA) Human Resource Policies and prescript. Job related skills: Supervisory skills, Planning, organising and execution skills, Good interpersonal skill, Problem solving skills, Computer literacy, Report writing skills, Ability to communicate with people at different levels, Customer service skills, Telephone etiquette, Motivation skills, Innovative thinking and Communication skills (verbal and written). A valid driver's licence. Willingness to work extended hours and overtime may be requested.
- DUTIES** :
- Coordinate the Registration of Agricultural inputs in line with the relevant Legislation. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No: 36 of 1947). Respond to routine enquiries with both the internal and external stakeholders. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and internal and external stakeholders in relation to the registration applications. Compile statistical information / reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for the processing of the registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for Registration and Agricultural Inputs. Facilitate payment to service providers for services rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected

through ledger notices. Provide support in the review of tariffs for services offered by the Directorate. Facilitate the refunding of overpayments and recovery of short payments from applicants. Assist auditors with audit process in the Directorate by making information available when needed. Process minor agricultural inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, product name change and product ownership change). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment and resources. Assess staff performance in accordance with the prescribed prescripts. Apply corrective measures in accordance with the prescribed prescripts.

**ENQUIRIES
APPLICATIONS**

: Mr D Motloi Tel No: (012) 319 6889
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 43/14

: **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/657**
 Directorate: Cadastral Information, Maintenance and Supply Services

SALARY

: R316 536 – R480 678 per annum, (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

: Eastern Cape (East London)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey design and analysis knowledge, research and development, computer-aided survey applications, knowledge of legal compliance, technical report writing and creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills, Innovation skills and Communication skills (written and verbal). A valid driver's licence.

DUTIES

: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

**ENQUIRIES
APPLICATIONS**

: Ms NO Ngcaba Tel No: (043) 783 1400
 : Applications can be submitted by post to: Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.

NOTE

: African, Coloured, Indian, White Males and Coloured Females and Persons with disabilities are encouraged to apply.

- POST 43/15** : **VETTING OFFICER REF NO: 3/2/1/2022/643**
 Directorate: Vetting, Screening and Special Investigations
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Security Risk Management, Police Science or Policing. Appointment subject to completing training course offered by State Security Agency. Minimum of 2-3 years of experience in the field of security. Job related knowledge: Knowledge on security administration. Knowledge of the security environment. Job related skills: Communication skills (verbal and written), Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.
- DUTIES** : Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations to provide security administration support. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies. Conduct security awareness in the Province. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance and to obtain additional information. Administer vetting files and reports.
- ENQUIRIES** : Mr N Tuswa Tel No: (012) 312 9335
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females Persons with disabilities are encouraged to apply.
- POST 43/16** : **BURSARY CLERK REF NO: 3/2/1/2022656**
 Directorate: Human Resource Utilisation and Development
- SALARY** : R211 713 per annum (Level 06)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Public Administration / Business Management. Minimum of 1-year previous experience in administration environment. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Job related skills: Proven written skills and proficiency in English and at least one other South African language, Good interpersonal relations skills and Computer literacy.
- DUTIES** : Render administrative support for the bursary programme. Check bursary application for compliance. Return incomplete / incorrect application to applicants for correction. Verify status of applications on Personnel and Salary Administration (PERSAL) and capture applications. Prepare meeting packs for bursary committee members. Perform secretarial services at bursary committee meeting. Record and type correctly the minutes of the bursary committee meeting. Type letters and other correspondence when required. Communicate the bursary committee's outcomes. Keep and maintain the filing system for the component. Compile payments for bursary holders. Capture and update expenditure per institution. Request statements of accounts / invoices and proof of registration from officials. Reconcile previous statement / results and new account statement. Compile payments for all bursary holders. Compile memorandum for approval by management. Ensure submission of payment for approval to management. Keep and maintain the incoming and

outgoing document register of the component. Submit bursary payments to finance. Follow up on status of bursary payments. Provide proof of payments for institutions and bursary holders. Keep records of payments processed on weekly and monthly basis. Update database for bursary holders. Record, store, capture and retrieve data for the component. Instate bursary contracts on PERSAL. Update bursary transactions on PERSAL and Excel. Capture expenditure, extensions, resignations, suspensions, transfers and withdrawals on PERSAL. Report on the accuracy of the information on the database. Monitoring of student's progress. Liaise with bursary holders on the programme. Conduct bursary audit monthly to check on the status of bursary holders. Obtain results and statements of account from bursary holders. Monitor and evaluate progress of students. Compile memorandum on withdrawals, extensions, suspensions and resignations. Raise debt with debtor's section on resignations and withdrawals. Inform bursary holder about the withdrawal of the bursary. Report on the progress of students on bursary programme. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to workshops and career guidance. Nominate bursary holders to attend bursary information session. Make venue and transport booking for information sessions. Conduct information sessions. Report on information session.

ENQUIRIES : Mr J Mabitsela Tel No: (012) 312 9325
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE : Coloured, Indian and White Males and African, Coloured, Indian and Whites Females and Persons with disabilities are encouraged to apply.

POST 43/17 : **SECRETARY REF NO: 3/2/1/2022/651**
 Directorate: Corporate Services

SALARY : R176 310 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 43/18** : **ADMINISTRATION CLERK REF NO: 3/2/1/2022/645 (X2 POSTS)**
Directorate: Food Safety and Quality Assurance
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms X Tlali Tel No: (021) 809 1643
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African, Indian and White Males and African and Indian Females and Persons with Disabilities are encouraged to apply.
- POST 43/19** : **DRIVER / MESSENGER REF NO: 3/2/1/2022/658**
Office of the Surveyor-General
- SALARY** : R147 459 per annum (Level 04)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e.

log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES
APPLICATIONS

: Ms NO Ngcaba Tel No: (043) 783 1400
: Applications can be submitted by post to: Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.

NOTE

: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Monyela
- CLOSING DATE** : 02 December 2022
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 43/20** : **DEPUTY DIRECTOR: PARLIAMENTARY AND BUSINESS PROCESSES**
REF NO: DBE/55/2022
Branch: Office of Director-General
Chief Directorate: ODG Support Services
Directorate: Parliamentary and Business Processes
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Cape Town Office
- REQUIREMENTS** : Three year relevant post matric qualification (NQF Level 6) or equivalent qualification in Law, Social Sciences and/or Education; At least four (4) years relevant experience at supervisory level; Knowledge and understanding of education, policy development and thorough understanding of parliamentary processes; Knowledge of other South African languages would be an advantage; Good interpersonal relations, highly developed coordination, communication, networking, presentation and excellent writing and reporting skills; Project Management; Ability to work under pressure and meet strict deadlines; A valid driver licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for Liaising with the Portfolio Committee (PC) and Select Committee (SC) on Basic Education; Monitoring development in other relevant parliamentary committees like Higher Education, Health and Sports, Arts and Culture and regularly report to the Department; Managing all parliamentary questions as well as other parliamentary obligations of the Department, including the tabling of the budget, strategic plan and the annual report; Perusing and communicating PC and SC programmes and ensuring quality of presentation for parliament; Perusing documents like Hansard speeches, minutes of Portfolio Committee and Select Committee; Monitoring meetings of Portfolio Committee and Select Committee to Basic Education to identify matters that have a bearing on the Department of Basic

Education; Meeting with relevant members of parliament (including Chairpersons or individual members of relevant Portfolio Committees); Writing briefing documents for the Department on parliamentary developments; Arranging briefing sessions where appropriate and identifying issues emerging from Parliamentary processes that require the DG's attention; Compiling reports of meetings and disseminate to the DG and other senior members of staff; Compiling correspondence for the DG on parliamentary related matters; Managing office of the DG in Cape Town; Providing administrative support to the DG and other senior members of the Department in Cape Town; Handling Parliament enquires in relation to the Department and Entities and interact with branches accordingly.

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

POST 43/21 : **ASSISTANT DIRECTOR: EVENTS COORDINATION AND PLANNING**
MANAGEMENT REF NO: DBE/56/2022

Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Security and Asset Management

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Above average applied knowledge of project management; Good and functional knowledge of Government prescripts, frameworks and policies and government procurement processes; Knowledge of monitoring and reporting systems and processes; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), and the Minister's Delivery Agreement; Understanding of the curriculum; Sound operational planning and management skills; Events coordination skills; Advanced Computer literacy in MS Office software package (Word, PowerPoint, Excel, MS Teams, Outlook, Zoom and other relevant software); Excellent communication (verbal and written) skills; Excellent data and information management skills; Strong leadership, negotiation and facilitation skills; Good interpersonal relations; Ability to proof-read and edit documents as well as the utilisation of the department/government document processing systems; Ability to work well independently and under pressure as well as adherence to deadlines; Ability to handle pressure; Willingness to work extensive hours and to travel extensively; A valid driver's license.

DUTIES : The successful candidate will be responsible for managing and coordinating all departmental events in collaboration with line functions (physical, virtual and hybrid), national and international including the sourcing of quotations as well as payment of invoices for such events; Managing all the processes relating to the appointment and contract management of the Professional Conference Organiser (PCO); Coordinating and managing the monthly reconciliation database of the PCO Managing Events, including the invoices for the events; Ensuring that the Department receives value for money and the quality of the services rendered by service providers; Providing direction for the various role players, in terms of current and future events, developing processes and fostering a culture of responsibility and accountability in the management of events and conferences in the Department; Ensuring that the invoices are processed within 30 days as mandated by the PFMA and the Treasury Regulations; Developing and presenting all necessary reports regarding the departmental events; Managing and updating current electronic systems for reporting.

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

POST 43/22 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DBE/57/2022**

Branch: Office of the Director-General
Directorate: Internal Audit
Sub-Directorate: Regularity and Performance Audit

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience in Internal Auditing, Auditing, Accounting or related field; A minimum of three (3) years' experience in Internal

Auditing or Auditing profession as a senior internal auditor; Professional certificate such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), Certification in Control Self- Assessment (CGSA) will be an added advantage; Knowledge of Standards for the Professional Practice of Internal Auditing, Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures; Public Service Act; Understanding of government legislation; Knowledge of IPPF and knowledge of applicable governance frameworks; Problem solving and innovation capability; Written and verbal communication, reporting and presentation, conflict management and financial management skills; Ability to effectively interact with clients.

DUTIES : The successful candidate will be responsible for Evaluating internal control system, risk management and governance processes of the department; Conduct audits from the beginning to the end; Supervising audit teams throughout the audit engagements; Conducting audits in compliance with Standards and IAA Methodology; Assist with the secretariat duties for the Audit Committee; Conducting ad hoc activities and other activities as required.

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

POST 43/23 : **ASSISTANT DIRECTOR: BRAILLE EXPERT REF NO: DBE/58/2022**
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation
(One-year renewable contract)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Exceptional knowledge with regards to Learner Teacher Support Material (LTSM) development and provisioning for learners with special needs in the Education Sector; Knowledge of curriculum adaptation; Curriculum differentiation and modification Understanding of Government Prescripts regarding learners with visual impairment such as the South African Schools Act, White Paper 6, etc
Excellent communication (verbal and written) skills and an ability to proof-read and edit documents; Knowledge and skills in braille for 1 – 12 grades, Large print (type of font and size), Colour contrasts (colour of print vs colour of paper), Audio (MP3), Screen reading and magnification software, Braille writing / embossing devices (manual, electronic), Refreshable braille displays, Softcopy formats (docx, pdf, brl, brf, dbt, etc.), Braille translation software, Braille standards and codes, Windows, MS Office suite, production of accessible formatted materials and quality assurance of materials, Knowledge of low vision, eye conditions, blindisms and orientation and mobility; Knowledge of Universal Access and design; .Knowledge of curriculum adaptation, curriculum differentiation and modification.

DUTIES : The successful candidate will be responsible for developing policies, guidelines, business processes, regarding the provisioning of LTSM for learners with visual impairment; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) for learner with visual impairment in provinces, districts and in schools; Organising and coordinating consultations and engagements with different stakeholders; Organising Task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM) for learner with visual impairment; serving as secretariat to the Ministerial Braille Advisory Committee; Conducting research to keep up with developments and software and hardware upgrades; Assess assistive devices, including both software and hardware.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3295/ Ms J Masipa Tel No: (012) 357 3294
NOTE : All shortlisted candidate may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interest and be subjected to a security clearance.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 25 November 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities and qualifications/short course certificates). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post Preference for appointment will be given in accordance with the employment equity status of the Department. The successful candidate will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

MANAGEMENT ECHELON

- POST 43/24** : **DIRECTOR: LEGISLATION SPECIALIST REF NO: CSP/21/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelor's Degree in Law (NQF 7) or relevant legislation drafting equivalent qualification. 5 years' middle management/Senior Managerial level experience that must include legislative drafting. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in legislative drafting, a sound knowledge of and interpretation of constitutional law. Understanding of legislation research and development methodologies, analysis methods, research methodologies, monitoring and evaluation methods and Legislation formulation. Knowledge of good governance and Batho Pele Principles. Understanding of government systems and structures. Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, change management and computer literacy. Problem solving and decision making skills. Verbal and written communication skills. Legislation development and Legislation research skills. Knowledge of the Safety and Security Sector will be an added advantage. A valid driver's license.

DUTIES : Identify and develop primary and subordinate legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Perform continuous environmental scanning in order to identify shortcomings in and possible improvement of legislation pertaining to policing functions and operations. Conduct legal research, including international legal research to conduct comparative analysis of legislation. Develop and prepare draft Bills and Regulations. Actively participate in all legislative processes leading up to the submission of legislation in Parliament. Review and amend existing primary and subordinate legislation. Engage with internal and external research units to source policing assessment/oversight reports for analysis, engage with provincial secretariats and other relevant institutions to identify gaps in the policing legal framework. Review of Bills and Regulations processes leading to the tabling of thereof, advising the Minister in respect of legislative proposals, prepare and make presentations on departmental legislation to parliamentary committees and other government fora. Development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct analysis and research in preparing legal and constitutional advice for submission to the Secretary of Police. Consider policy implications that impact on policing legislation and make recommendations. Draft legal documents on policing that provide a clear motivation or justification on improvements for policing legislation. Provide support on Minister's statutory and constitutional responsibilities. Prepare documents for the Minister to ensure his statutory and constitutional responsibilities are executed. Conduct regular risk situation analysis Identify risk associated with legislation, monitor and evaluate legislation risks, develop mitigating strategies and execute risk strategy to mitigate risks.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Gladman.Bida@csp.gov.za

OTHER POST

POST 43/25 : **ASSISTANT DIRECTOR: POLICY ANALYSIS REF NO: CSP/22/2022**

SALARY : R477 090 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Social Science specializing in Public Policy Development/Management, Research or relevant equivalent qualification in policing environment. A minimum of 3-5 years' experience in the relevant field. Understanding of policies, research strategies and related procedures. Knowledge of government legislation, policy development, policy analysis and research processes. Computer literacy, communication (verbal and written), presentation and facilitation skills. Planning and organizing skills, applied strategic thinking, problem solving and decision making. Drivers licence.

DUTIES : Provide policy development and policy analysis support. Undertake processes associated with the Socio Economic Impact Assessment System of government. Develop concept notes and framework documents to support policy development projects. Coordinate and facilitate policy development and analysis processes. Draft project plans. Undertake primary and secondary research for policy development and policy analysis. Compile policy guidelines and procedures. Facilitate the review or update of policies. Compile policy analysis reports and policy briefs, make recommendation and disseminate policy data analysis findings. Facilitate policy and research collaboration relationships with internal and external stakeholders. Develop network in the policing/security environment and facilitate consultation workshops on the draft policy reports with stakeholders.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Kedibone.Mazwi@csp.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications must be submitted electronically via email to: cogta006@hslabour1.co.za
- FOR ATTENTION** : Elginita Moodley Tel No: 011 468 4192
- CLOSING DATE** : 25 November 2022
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Z83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications, applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

- POST 43/26** : **DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: H&SDR00006**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an undergraduate qualification in Political Science/ Public Administration/ Social Sciences or equivalent (NQF Level 7 as

recognized by SAQA) with at least 5-10 years' experience in research, evaluation and collation of high-level documentation and policy papers at management level in the relevant field. Proficiency in MS Word and Excel. Senior Management Pre-Entry Programme. A valid driver's licence and Intensive Travelling. Additional Requirements (Advantage): Postgraduate qualification in Political Science/ Public Administration/ Social Science or equivalent (NQF level 8 as recognised by SAQA). Ms PowerPoint, Ms Project. Core competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical competencies: Extensive knowledge in: Research, Information management and evaluation systems and methods. Acquiring specific knowledge-based resources (e.g., for Cooperative Governance branches areas of work). Information database systems for acquiring resources. Editing and preparation of high-level documentation e.g., policy papers. Conducting internal searches. The System of local government.

DUTIES

: The incumbent will be expected to perform the following duties: Oversee the design, execution and methodology evaluation of research for policy development. Guide the Department in the identification, design and execution of programme evaluation. Oversee, manage and conduct policy research using a variety of analytical methods and analysis techniques and disseminate results appropriately. Conceptualise and manage the development, refinement of memoranda, issue papers, policy papers/ discussions documents and/or short study-briefs, as well as oversee, direct and lead research liaison. Develop and implement a database of existing research and evaluations related to DCOG mandate. Management functions.

ENQUIRIES

: Dr M Kruger Tel No: (012) 334 0941

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 02 December 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : (Applications received after the closing date and faxed copies will not be considered). This Department is an affirmative action, equal opportunity employer disabled persons are especially invited to apply. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants must have completed the Pre-entry certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DOD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed.

MANAGEMENT ECHELON

- POST 43/27** : **DIRECTOR: DEFENCE INDUSTRY GOVERNANCE (D DIG) REF NO: DMD/61/43/22**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Defence Material Division, Defence Head Quarters (Pretoria).
- REQUIREMENTS** : Grade 12 with an appropriate graduate degree (NQF Level 7, as recognized by SAQA), Logistics- related B Engineering, B Tech, BSc, B.Com, B Mil or equivalent. At least 6 years of experience in a broad selection of logistics activities. At least 5 years of experience in middle/senior management level. Master's degree in Engineering, Project Management/Business Admin/Technology Management would be an advantage. Special Requirements (Skills needed): Understanding of public sector SCM environment. Advanced strategic and system analysis skills. Professional

Integrity and Ethical behavior. Excellent written and verbal communication skills. Conceptual and innovative, thinking and problem solving abilities. Leadership and Management skills. Computer literacy. In-depth knowledge of the framework for Supply Chain Management. Knowledge, Competencies and Skills. Extensive knowledge of Defence Act, PPPFA, BBBEE and PFMA, SITA Act, Public Service Act. Ability to apply Treasury Regulations; Computer literacy e.g. Microsoft Word, PowerPoint and Excel, Financial Management. Good communication skills. Planning and Organising, Policy analysis and development skills.

DUTIES : Analyse the science and technology environment. Analyse industry, marketing and national industrial participation and Defence industrial participation (NIP and DIP). Ensure effective thru-life materiel support and disposal. Ensure compliance of ends/objectives of material/logistics with Defence industry programmes. Monitor the applicability of material/logistics ends/objectives with thru-life support and disposal strategies. Ensure participation on applicable forums in the related industries. Liaise on a continuous basis with the Chief Director Materiel Governance. Interact as per requirement with the Arms of Services, Armscor and Defence Industry. Manage the Defence Industry Governance Directorate. Providing of strategic management and leadership for the Directorate. Managing of the Directorate budget. Managing and empowering of human resources, Team player.

ENQUIRIES APPLICATIONS : Mr K.P. Lebelo Tel No: (012) 355 6044/6045
 : Department of Defence, Director Human Resource Career Management PSAP, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets.

OTHER POST

POST 43/28 : **ASSISTANT DIRECTOR: HOUSING ADMINISTRATION REF NO: DHRMAINT/60/22**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Bank of Lisbon, Directorate: HR Maintenance, Pretoria
 : Grade 12 with NQF Level 7 (Bachelor's Degree/Advanced Diploma) in Human Resource Management. Sufficient knowledge and minimum of 3 years' experience, understanding of PFMA and strategic planning is required. Special requirements (Skills needed): Computer literacy (MS Word, MS Excel and MS PowerPoint). Knowledge of Housing Policies, processes and regulations for the Personnel of DOD/broader Department of Public Service and Administration. Qualified in PERSOL/PERSAL system and remain abreast with relevant policies. Good communication skills (verbally and writing). Ability to work under pressure, client orientated, interpersonal skills, problem solving skills, maintain self-discipline and ability to interpret policy directives.

DUTIES : Submissions of consolidated Housing documentation to the relevant authorities for approval. Ensuring that prescripts governing the state housing scheme, housing allowance and government guarantees are followed. Correct interpretation of the guarantees, state housing and housing allowance. Liaison with the relevant higher authorities regarding all matters pertaining to housing. Direct and manage the implementation of sound labour and service relation system for dealing with grievances of members and employees into individual grievance regulations: No R, 572 dated 30 June 2010. Compiling of interim and annual financial statements into state guarantees. Applying of the delegated powers within the laid down framework to make correct and legitimate decisions. Compiling of complete and dedicated staff work to streamline the administration in the housing section.

ENQUIRIES APPLICATIONS : Maj R.C. Claasen Tel No: (012) 339 5419
 : Department of Defence, Directorate Human Resources Maintenance, Private Bag X976, Pretoria 0001 or may be hand delivered to Department of Defence, Bank of Lisbon Building, Corner Paul Kruger and Visagie Streets at the help desk.

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.

CLOSING DATE : 25 November 2022 at 16:00

NOTE : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly note the advertised post of Senior Legal Administration Officer (MR6) with Ref No: HR4/22/10/02/HO advertised on PSVC 38 dated 07 October 2022 with a closing date 21 October 2022 is hereby withdrawn. Sorry for inconvenience. Enquiries: contact Mr. Ofentse Khumalo Tel No: 012 309 4560

MANAGEMENT ECHELON

POST 43/29 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/22/11/34HO**

SALARY : R1 073 187 per annum, (all inclusive)

CENTRE : Provincial Office: KwaZulu-Natal

REQUIREMENTS : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM

Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

ENQUIRIES : DDG: IES Ms A Moiloa Tel No: 012 309 4389

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

OTHER POSTS

POST 43/30 : **EMPLOYER SERVICES OFFICER REF NO: HR4/4/6/132**

SALARY : R261 372 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three-year relevant tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration and one-year functional experience in recruitment services. Knowledge: ILO Conventions, Financial management, Human resource management, Skills development. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Information management.

DUTIES : Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA end users. Coordinate large (provincial) opportunities from key stakeholders and Department of Employment and Labour placement services opportunities.

ENQUIRIES : Ms. Maluleke TE Tel No: 015 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

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

POST 43/31 : **PRACTITIONER: COLLECTIVE BARGAINING REF NO: HR4/22/11/19 HO**

SALARY : R261 372 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations/ Human Resources Management/ Law. One (1) year functional experience in Labour Relations/ Collective Bargaining. Knowledge: Trade unions, employer's organisations and particularly bargaining councils work, Labour Market Policies and trends, Departmental Policies and procedures, Public Services Regulation and Financial Management, Labour Relations, Batho Pele Principles. Skills: Computer, Verbal and written communication, Conflict managements, Interpersonal Relations, Problem solving, Analytical, Client orientations and customer focus.

DUTIES : Analyse, and process the recommendation of registration of labour organisations applications (Daily). Analyse for compliance of labour organisations in terms of legal requirements (Daily). Provision of logistical support to the extension of collective agreements to non-parties (Daily).

ENQUIRIES : Ms M Ngwetjana Tel No: 012 309 4112

APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

<u>POST 43/32</u>	:	<u>CLAIMS CREDIT OFFICER: BENEFICIARY SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum Provincial Office: Gauteng - Ref No: HR4/4/4/11/15 (X1 Post) Provincial Office: KwaZulu-Natal - Ref No: HR4/4/5/96 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate with 0 to 6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures.
<u>DUTIES</u>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<u>ENQUIRIES</u>	:	Mr PP Godongwana Tel No: (011) 853 0303 Ms G Khomo Tel No: (031) 366 2331
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Deputy Director: Provision Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 43/33</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum Bronkhorstspuit Labour Centre – Ref No: HR4/4/4/10/08 (X1 Post) Labour Centre: Thohoyandou - Ref No: HR4/4/6/128 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry Within the Registration services. Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms M Mojapelo Tel No: (013) 9320198 Ms. JM Fope Tel No: 015 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Limpopo
<u>POST 43/34</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum Butterworth Labour Centre - Ref No: HR 4/4/1/199 (X1 Post) Mthatha Labour Centre - Ref No: HR 4/4/1/33 (X1 Post)
<u>REQUIREMENTS</u>	:	Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with

labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. Reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr T Madikazi at (066) 478 9312
Ms S Zawula Tel No: 047 501 5600

APPLICATIONS : Deputy Director: Labour Centre Operations: Postal ERS 9396 or hand deliver at Corner Blythe, Robinson Street, Butterworth, 4960.
Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100, Hand delivery: No 8 Manpower Building CNT, Elliot & Madeira Street Mthatha 5099.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Butterworth
Sub-directorate: Human Resources Management, Mthatha Labour Centre

POST 43/35 : **SENIOR ADMINSTRATON CLERK: COMPENSATION BENEFITS REF NO: HR4/4/6/130**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Provincial Office Limpopo
: Grade 12/ Matriculation Senior Certificate Knowledge: Compensation Fund Strategic Objectives Relevant stakeholders, Customer service (Batho Pele Principles), Technical knowledge, COIDA Guidelines Skills: Required technical proficiency, Business writing skills, Required IT (MS Office & Operating skills), Communication verbal and written, Problem resolving, Planning and organizing, Problem solving, Data capturing, Data and records management, Telephone etiquette, Risk management and Fund governance, External Environmental Awareness.

DUTIES : Liaise with provinces and labour centres in respect of the provision of required information. Render effective administrative support services. Ensure correspondences of documentation. Perform general administrative functions

ENQUIRIES APPLICATIONS : Mr. M Makgobola Tel No: 015 290 1664
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.

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

POST 43/36 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/133**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Labour Centre, Polokwane
: Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES APPLICATIONS : Ms JM Fope Tel No: 015 290 1699
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.

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

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Pretoria:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.
KwaZulu-Natal: May be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town, marked for the attention: Human Resources Management.
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 43/37** : **DIRECTOR: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS**
REF NO: CCAQ17/2022
- SALARY** : R1 073 187 per annum, (remuneration package), (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Natural/Physical Sciences/ Environmental Development Planning or relevant qualification on NQF 7 as recognized by SAQA. A minimum of five years' experience at Middle/Senior Managerial level within the field of Environmental Management. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in

the area of sustainable energy training courses in Greenhouse Gas. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies and strategies. Ability to manage and plan for activities including projects. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Demonstrated grounding in finance, Public Service procedures and policies. Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment. Completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Conduct research and prepare greenhouse gas data and related information to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios. Provide support on climate change mitigation interventions undertaken to facilitate implementation of South Africa's Low Emission Development. Analyse and report progress in the implementation and effects of key mitigation actions to South African and international audiences. Continuously develop and upgrade the tools/ system that will be used to evaluate, monitor and verify national climate change mitigation responses. Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitation of the development, review and alignment of existing and new sector policies, legislation and regulation that have an impact on national carbon sinks. Facilitate and coordinate arrangements for the implementation of carbon sinks programmes and projects through formalization of institutional arrangements. Facilitate research and analysis in order to inform climate change mitigation decision and responses for the Agriculture, Forestry and Land Use sector. Conduct research to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios

ENQUERIES : Mr J Witi Tel No: 012 399 9048
CLOSING DATE : 05 December 2022

OTHER POSTS

POST 43/38 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENERGY GREENHOUSE GAS INVENTORY AND SYSTEMS REF NO: CCAQ18/2022**
 (Three (03) Years Contract)
 (Re-advertisement. Applicants who previously applied are encourage to re-apply)

SALARY : R502 647 per annum, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized four (4) year Degree (NQF8) in Environmental / Natural Sciences or equivalent qualification in a related field, coupled with six (6) years post qualification experience in the related field. Knowledge of environmental and climate change issues (globally, regionally, locally). Experience and knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Technical knowledge of the implications of climate change on development, environment and other relevant fields is critical. Environmental studies background, research and literature review. Knowledge of environmental issues/ environmental management, project management, general management practice, environmental, information technology, research scientific or engineering fields. Public procedures and prescripts, departmental procedures, communication skills, advanced planning and organising skills, computer literacy and report writing skills. Ability to work in multi-skilled team, ability to gather and analyse information, ability to work with stakeholders and meet tight deadlines. Ability to take initiative and be service orientated.

DUTIES : Ensure compilation of the South African greenhouse gas emissions inventory. Supporting the operationalisation of the national system for the greenhouse gas inventory. Establish and maintain memorandum of understanding with non-regulated data holders. Capturing and archiving of information used in emissions inventory development. Ensure implementation of the National GHG Improvement Programme related projects. Provide end user support and

training to GHG reporting entities on reporting requirements. Constantly evaluating training needs for reporting entities. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Managing of reference data in the GHG reporting system and ensuring that it is in line with current international and local technical reporting guidelines. Ensure that appropriate interrelationships with GHG reporting entities are maintained throughout. Undertake the verification of information reported in the GHG emissions reports.

ENQUIRIES : Ms S Mashele Tel: 012 399 9195
CLOSING DATE : 28 November 2022

POST 43/39 : **DEPUTY DIRECTOR: MEDIA RESEARCH AND WRITING REF NO: CMS47/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma on NQF level 6 or Bachelor's Degree in Journalism, Communication or equivalent qualification within the related field. A minimum of 3-5 years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge of media and communications programme and project management and financial management. Sound understanding of language editing formats & quality control mechanisms. Administrative procedures. Strong journalistic writing skill. Excellent communication (written and verbal), coordination, sound planning and organizing skills. Thinking Demand: information evaluation, creativity, innovative and logical in decision-making. Excellent research skills. Good interpersonal skills. Ability to lead, motivate and coach a team. Ability to work irregular hours and meet tight deadlines. A valid driver's license.

DUTIES : Manage the process of researching, writing and editing of information. Draft opinion pieces, letters to the editor, media statements and speeches. Monitor and analyse media coverage. Draft media responses, media statements, fact sheets. Provide content editing functions. Monitor media analysis and develop interventions. Assess the coverage of critical stories and develop possible interventions where required. Support media engagement function. Coordinate proactive media interviews, press briefings and other media engagement activities. Draft communications, media strategies/plan. Contribute towards the development of the department's communication strategies and implementation plans. Contribute towards evaluation of communications and public awareness strategies. Draft and implement media (communication) plans for various programmes. Prepare exit reports for communication and media plans.

ENQUIRIES : Mr P Mbelengwa Tel No: (012) 399 8842
CLOSING DATE : 05 December 2022

POST 43/40 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS48/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma on NQF level 6 or Degree in Occupational Health and Safety / Safety Management or relevant qualification. A minimum of 3-5 years' experience in Occupational Health and Safety of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). In possession of SAMTRAC certificate or equivalent qualification. Registration with one of the OHS related professional associations. Knowledge of Occupational health and Safety Act and Regulations. Knowledge of National Building Regulations and standards. Understanding of ISO Quality Standards. Project and change management. Ability to develop and apply policies. Coordination and stakeholder liaison skills. Administrative procedures. Sound research, analytical, organizing and planning skills. Ability to gather and analyse information. Good communication skills (verbal and written) and presentation skills. Ability to work long hours.

DUTIES : Manage and ensure the implementation of Occupational Health and Safety (OHS) requirements and monitor compliance. Develop policies and guidelines according to ISO 45001. Develop and implement appropriate training programmes in the adoption of the OHS Management system. Oversee the

process of the appointment of statutory appointees. Build an OHS legal register for all Departmental for all activities which will be regularly reviewed and maintained. Ensure that the OHS risk management programme is implemented in the Department in line with the legal risk register. Manage emergency procedures and organise emergency teams. Ensure that a surveillance programme is designed and implemented for machinery service and maintenance / fire preventative and personal protective equipment. Ensure that an audit assurance programme is developed and implemented. Effectively manage all incidents and ensure that they are closed out after root cause analysis with effective control measures being implemented. Communicate OHS related matters including incidents, corrective and preventative measures on a suitable platform such as the OHS Committees. Provide dashboard reports regarding effectiveness and adequacy of control measures. Review effectiveness of governance protocols as per the OHS framework.

ENQUIRIES : Mr B Mtshali Tel No: (012) 399 9099
CLOSING DATE : 05 December 2022

POST 43/41 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (GLOBAL ENVIRONMENT FACILITY PILLAR 1) REF NO: (RCSM18/2022)**
 (5 Years Contract)
 (Re-advertisement. Applicants who previously applied are encourage to re-apply)

SALARY : R382 245 per annum, plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor Degree/National Diploma (NQF Level 6) in Accounting/Financial management, Public Administration or equivalent qualification. A minimum of 3 years' experience in the related field. Knowledge in Financial and Procurement administrative procedures. Familiarity with the UN administrative and financial management systems. Working experience in rendering financial responsibilities in national or international projects or organization. Coordination and liaison skills. Organizational and financial planning skills. Good Communication skills (written and spoken). Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy. Ability to work under pressure. Good interpersonal relations skills and Ability to work independently and in a team.

DUTIES : Provide general financial support to the project. Assist the Project Manager with effective financial management of the UNEP/GEF Project in accordance with the signed Project Document. Monitor project expenditure. Maintain financial records and reports. Assist project management in supporting the budget cycle (planning, preparation, revisions, and budget execution), Monitor the project expenditure. Prepare financial reports (quarterly and annual reports) with the Project Manager. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission. Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNEP policies and procedures. Facilitate the procurement of goods and services, Maintain the inventory of the project assets.

ENQUIRIES : Mr W Erlank Tel No: 012 399 9445
CLOSING DATE : 28 November 2022

POST 43/42 : **ASSISTANT DIRECTOR: WETLAND PROGRAMMES REF NO: EP9020/2022**

SALARY : R477 090 per annum
CENTRE : KwaZulu-Natal
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF6) in Environmental Sciences or an appropriate equivalent qualification with minimum of 3 years' experience related field. Knowledge of Wetland science, conservation and management and rehabilitation. Knowledge of Wetland-related legislation (NEMA, NWA, CARA, NEMBA), GIS and remote sensing, Environmental Management Plans, River restoration, Dry land erosion control. Able to apply photographic techniques during and after the development of the project. Supervision of Implementers and Project Managers and events on site during planning, implementation and aftercare.

DUTIES

: The incumbent will be expected to develop and manage provincial wetland operational plans, Manage wetland rehabilitation planning process as well as be instrumental in initiating the EMP for the province. Coordinate the review of draft rehabilitation plans by relevant stakeholders. Support broader catchment conservation initiatives and NRM programmes that are relevant to wetlands. Provide support on the implementation of projects. Provide operational support to all projects, Manage Implementers/project managers to ensure implementation goals are met. Provide support on the monitoring and evaluation of Wetlands projects. Verify and approve monthly Project Progress and EPWP Participants Reports. Maintain partnerships with stakeholders.

ENQUIRIES

: Mr. U R Bahadur ubahadur@dffe.gov.za Tel No: 012 399 8980

CLOSING DATE

: 28 November 2022

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

: 25 November 2022 before 12h00 noon. No late applications will be considered.

: Take note of the Disclaimer Mentioned on each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome 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 six (6) 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 applications on 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. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 43/43</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL OFFICE REF NO: DD-PROV/MPUM/2022/11-1P</u>
		Client relationship management The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive package) Mpumalanga (Nelspruit/Mbombela-Office)
	:	A recognized three-year Bachelor's Degree/B Tech or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role. Exposure in stakeholder management within the public service sector / Employee Benefits / Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. 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 will be an advantage. Demonstrable customer relations experience. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in the Region. Good problem solving skills. Good organizational skills. Management skills. Customer oriented. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective Risk and Compliance Management within the Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant Stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful

business transformation within Provincial Office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the Section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639. Application Enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa46@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province. One permanent position of Deputy Director Provincial Office Mpumalanga Region is available based in Nelspruit. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 43/44 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE: EGLS (EMPLOYER AND GOVERNMENT LIAISON SERVICES) REF NO: DD-PROV/EGLS/2022/11-1P**
Client Relationship Management
The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the GP and National Departments.

SALARY CENTRE REQUIREMENTS : R882 042 per annum (Level 12), (all-inclusive package)
: Pretoria
: A recognized three-year Bachelor's Degree/B Tech or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management of which three (3) years' experience in a managerial role. Exposure in stakeholder management within the public service sector / Employee Benefits/Medical Aid environments may receive preference. A valid driver's license is mandatory, at least two years old. 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 will be an advantage. Demonstrable customer relations experience.

DUTIES

Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation (relevant to the Public Service and the Government Pension Fund). Knowledge of two indigenous languages spoken in Region. Good problem solving skills. Good organizational skills. Management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality .Driving ability. Presentation skills. Analytical skills.

The successful candidate will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office: Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Ensure effective Risk and Compliance Management within the Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office-based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Establish and manage relationships with all relevant Stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within Provincial Office: Act as a change champion for transformation by communicating, motivating and driving change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the Section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management: Manage the performance of direct and indirect reports in accordance with the GPAA Performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets

in consultation with the Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risks to stakeholders. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the provincial office.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639. Application Enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa45@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the GP and National Departments. One permanent position of Deputy Director Provincial Office EGLS Region is available based in Pretoria. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 43/45 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DD/ER/2022-11/1P**

Human Resources Management – Employee Relations

The purpose of the role is to effectively manage all Employee relations matters within the GPAA, which includes Labour Relations, Change Management and Employee Health and Wellness.

SALARY : R744 255 per annum (Level 11), (basic salary)

CENTRE : Pretoria Head Office

REQUIREMENTS : A recognized three- year National Diploma/B Degree/B Tech or equivalent three-year qualification in Human Resource / Labour Relations or related field (NQF 6 with at least 360 credits). At least six (6) years relevant experience in Human Resource / Employee Relations of which at least three (3) years was in a managerial/supervisory capacity. Candidates with a combination of exposure in one or more of the following fields will receive preference: Labour Relations, Change Management and Employee Health and Wellness. Computer literacy that includes a working knowledge of Microsoft packages. Valid driver's license of at least two years old. Knowledge of Labour Relations Prescripts and legislations. Knowledge of DPSA Framework and prescripts. Knowledge of Investigations. Knowledge of Code and Conduct. Knowledge of report writing. Knowledge of Strike Management. Knowledge of Human Resources and Public Service Legislative Framework. Knowledge of Policy Development. Knowledge of Strategic Planning. Knowledge of PERSAL system. Knowledge of Employee Health and Wellness policies. Knowledge of Change Management and Transformation within the Public Service. Analytical skills. Facilitation skills. Presentation skills. Motivational skills. Project Management. Leadership skills. Problem solving skills. Organization & Coordination skills. Customer oriented. Ability to communicate at all levels. Ability to build strong network relationships. Work independently. Attention to detail. Honesty and integrity. Ability to work under pressure. Professionalism. Deadline driven. Willingness to travel.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage Labour Relations within the GPAA: Ensure GPAA is properly represented in all cases referred to the Labour and Labour Appeal Court. Monitor information systems of the cases on PERSAL. Manage dispute resolution emanating from grievances and misconduct cases. Manage the finalisation of all grievance and misconduct cases. Review awards and settlement agreements. Coordinate the provision of a collective bargaining function to the GPAA to ensure compliance with the legislative prescripts. Manage implementation of Employee Relations (ER) policies and strategy:

Develop and monitor Implementation of ER policies. Facilitate the process of development and review of the ER strategy. Develop and submit annual strategy implementation plan. Monitor and evaluate implementation of the strategy. Prepare and present reports to management. Manage financial and procurement processes of the ER cost center. Provide inputs for annual reports. Identify and manage risks for the unit. Manage and resolve audit findings for the unit. Ensure effective application of Change Management within GPAA: Oversee the management of Change Management processes and programmes. Ensure successful business transformation. Create a conducive environment for fair labour practice in relation to change management. Keep abreast with industry and international Public Sector development and make recommendations to Directors for business transformation opportunities. Ensure effective application of Employee Health and Wellness (EHWP) within GPAA: Oversee the management of Employee health and wellness programmes and responses to HIV/AIDS in line with GPAA 's strategy. Create a conducive environment for fair labour practices in relation to Employee Health and Wellness. Provide required support in the implementation of EHW. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Identify development and succession planning requirements. Ensure Employment Equity compliance. Monitor that outputs are achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation through appropriate structure and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Ms Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: Soniwe Mwamuka on Tel No: 011 0218982

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email

NOTE : The purpose of the role is to effectively manage all Employee relations matters within the GPAA, which includes Labour Relations, Change Management and Employee Health and Wellness. One permanent position of Deputy Director: Employee Relations is currently available at the Human Resources (Employee Relations) unit of GPAA based in Pretoria. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 43/46 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: (ASD/LR/2022-11/1P)**
Human Resources Management – Employee Relations
The purpose of the role is to manage all Labour relations (LR) issues relating to grievances and misconduct within the Organization.

SALARY : R382 245 per annum (Level 09), (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognised three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits) in Human Resource / Labour Relations / Industrial Relations / Law or related field. At least four (4) years relevant experience in Labour Relations of which at least two (2) years includes supervisory experience/supervisory role. Computer literacy that includes a working knowledge of Microsoft packages. Knowledge of LRA, BCEA, EEA. Knowledge of DPSA Framework and prescripts. Knowledge of Investigations. Knowledge of Code of Conduct. Knowledge of Strike Management. Analytical skills. Report writing skills. Facilitation skills. Presentation skills. Motivational skills. Leadership skills. Problem solving skills. Organization & coordination skills. A strong understanding of the Human Resources field. Programme & Project Management skills. Customer oriented. Ability to communicate at all

DUTIES

levels. Ability to build strong network relationship. Work independently. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer.

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage relationships with stakeholders: Manage relationships with organized labour. Manage all external relationships with the Bargaining Councils (e.g. GPSSBC and PSCBC). Collaborate with Directors on disciplinary and dispute matters as required. Leverage and manage relationships between management, employees and organized labour and labour institutions and identify areas for interventions. Participate in strategic planning in the management of the Directorate. Monitor the system of finalizing all misconduct cases in the GPAA: Monitor capturing of cases on PERSAL in order to assess progress. Analyse and manage record of misconduct cases in the GPAA. Monitor coordination of information regarding misconduct. Manage the finalisation of all misconduct received in the GPAA: Assign investigators to conduct investigations into misconduct cases. Finalise the investigations on misconduct in the GPAA. Ensure that prescripts are adhered to regarding the finalization of the misconduct cases. Analyse investigation reports received. Prepare for the disciplinary processes and communicate the outcome thereof. Monitor, consolidate and analyse national misconduct statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Manage the finalisation of all grievances received from employees in the GPAA: Assist in preparation, representation and management of disputes emanating from grievances. Represent the employer in grievance cases. Provide a specialist advisory, consultation and facilitation service in all grievance and dispute related matters. Assist in identifying designated employees to conduct investigations into grievances. Ensure that relevant prescripts are adhered to regarding the finalization of grievances. Consolidate and analyse grievances statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of grievance cases. Coordinate the provision of a collective bargaining function to the GPAA to ensure compliance with the legislative prescripts: Provide input to the development of a collective engagement strategy and model (matters of mutual interest, GPAA objectives, structural interface, responsibilities, accountabilities, monitoring processes) to ensure effective collective bargaining within the GPAA. Represent the GPAA at the Bargaining Chamber and ensure that the appropriate actions are taken to action the decisions taken at the departmental bargaining chamber and the PSCBC and GPSCBC. Provide input and advice on the management and resolution of individual and collective disputes. Liaise with other government departments on matters of mutual interest. Support and provide assistance to the regional offices in all aspects of Labour Relations. Identify and respond to labour related risks that may stem from the transfer of staff and / or other collective employee decisions that have the potential to have a negative impact on employees in some or all cases. Provide proactive advice on labour law, government's prescripts, policies, procedures and agreements. Provide input to the development and maintenance of appropriate capacity building programmes (line management and LR staff) and training manuals. Provide input with the training delivery on LR and related training. Review cases: Analyse arbitration awards for review to the Labour Court. Discuss and evaluate cases referred with the Director at Legal Services. Liaison meetings with State Attorneys. Monitor and analyse the outcomes from the Labour Court and Labour Appeals Court. Manage dispute resolution emanating from misconduct: Preparation, representation and management of disputes emanating from misconduct. Attend to dispute proceedings, represent the Department/facilitate representation and provide required evidence. Provide a special advisory, consultation and facilitation service on all disputes' related matters. Challenge issues on all jurisdiction and condonation of disputes forwarded to GPSSBC, PSCBC and CCMA. Report to Director on all disputes that may arise in the GPAA. Develop appropriate strategies and processes to manage disputes and minimize the negative effects. Ensure that the Department maintains procedural and substantive fairness in the handling of dispute cases. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and

- grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.
- ENQUIRIES** : Ms Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: Soniwe Mwamuka on Tel No: 011 0218982
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the role is to manage all Labour relations (LR) issues relating to grievances and misconduct within the GPAA. One permanent position of Assistant Director: Employee Relations is currently available at the Human Resources Management (Employee Relations) unit of GPAA based in Pretoria. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- POST 43/47** : **SENIOR ADMINISTRATION OFFICER: TRAINING REF NO: (SAO-TR/HRD/2022/11-1P)**
Human Resources Training and Development
The purpose of the role is to provide support to the Training and Development Unit for the GPAA.
- SALARY CENTRE REQUIREMENTS** : R321 453 per annum (Level 08), (basic salary)
: Pretoria Head Office
: An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) within Human Resources Management, Human Resources Development or Industrial Psychology with three (3) years appropriate experience in Human Resources Training of which one (1) year include supervisory experience. Candidates with exposure in any or a combination of the following will receive preference: compiling a Workplace Skills Plan; Bursary Administration; Learnership, Internship; Adult Education and Training (AET) programs; mentorship and coaching programs; Recognition of Improved Qualifications in the Public Service and e-Learning programs. Computer literacy that would include a good working knowledge of Microsoft Office products. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer.
- DUTIES** : The successful incumbent will be responsible for a wide variety of tasks which includes the following but not limited to: Implementation of the HRD Strategy: Implement the HRD Strategy. Develop implementation plans for the HRD Strategy. Prepare and present monthly, quarterly and yearly reports to the relevant stakeholders (PSETA, DPSA, Business Unit managers). Monitor and evaluate the implementation of HRD. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels. Implement a Workplace Skills Plan: Prioritise training delivery in line with GPAA strategy. Ensure quality training is provided to ensure performance improvement. Ensure adherence to service level agreements by the external service providers. Provide advisory services pertaining training related issues. Present, negotiate and consult with employees regarding training interventions. Implementation of Learnership, Internship and Recognition of Prior Learning (RPL) projects: Plan for the implementation of the projects. Liaise with relevant SETA's and business units to ensure registration of the learnership project. Implementation of both the learnership and the internship programmes. Reporting to the relevant SETA's. The facilitation of induction and Re-orientation programme for the GPAA: Updating manuals for induction. Facilitate Compulsory Induction Programme (CIP) to qualifying GPAA employees. Reporting to the National School of Government (NSG) regarding conducted training. Administration of bursaries: Prepare an invitation for bursary intake as per bursary policy provisions. Assess the bursary applications and prepare a summary of the applications. Presentation to the

Bursary Committee. Prepare the memo to the CEO. Communicate feedback to the applicants. Present the policy and the contract to the applicants before the bursary contract can be entered into. Monitor the progress of bursary holders. Audit bursary files. Provide advice to the bursary holders and the Bursary Committee respectively. Implementation of Adult Education and Training (AET) program and other directives and resolutions: Coordinate the implementation of the AET program, resolutions and directives. Monitor the progress of learners through liaising with the service provider/s. Assist with the implementation and monitoring of resolutions and directives as determined. Conduct workshops to affected GPAA employees. Implement the mentorship and coaching projects in GPAA: Ensure that coaching and mentoring program are implemented effectively. Support the line managers and recipients with regards to mentoring and coaching processes. Monitor the progress of the programmes and address challenges emanating from implementation of the programmes. Administration procedures for Agreement on Recognition of Improved qualification program: Prepare an invitation for Recognition of improved qualification intake. Ensure that all applications are completed correctly and prepare summary of applications. Invite the Committee for the Recognition of improved qualification meeting. Ensure that qualifications are verified. Prepare memo to the CEO and to Finance. Provide advice to the GPAA employees. Update GPAA list of improved qualifications.

- ENQUIRIES** : Ms Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: Ms Koena Tibane on Tel No: 011 – 941 1953 / 086 1999 960
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa1@phakipersonnel.co.za quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the role is: to provide support to the Training and Development Unit for the GPAA. One permanent SAO Training position is currently available at the Government Pensions Administration Agency: HRD – based in Pretoria Head Office. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 28 November 2022 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

- POST 43/48** : **CONTACT CENTRE SUPERVISOR REF NO: (GPW 22/70)**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-year National Diploma (NQF 6) as recognized by SAQA in Business Management or equivalent qualification with appropriate experience for a minimum of 5 years in Contact Centre or Customer Relations, 2 years' experience in a Team Leader/supervisory role. Leadership and people management, Report writing, DTP knowledge, Knowledge of types of notices, Client orientation & customer Focus, Service Delivery Innovation, Communication skills. Computer skills.
- DUTIES** : Setting direction for GPW eGazette Contact: Determines Contact Centre operational strategies by conducting needs assessments, performance reviews, capacity planning, and cost/benefit analyses; identifying and evaluating state-of-the-art technologies; defining user requirements; establishing technical specifications, and production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews. Develops Contact Centre systems by developing customer interaction and voice response systems, and voice networks; designing user interfaces; developing and executing user acceptance test plans; planning and controlling implementations. Maintains and improves Contact Centre operations by monitoring system performance; identifying and resolving problems; preparing and completing action plans; completing system audits and analyses; managing system and process improvement and quality assurance programs; installing upgrades. Meets Contact Centre financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating

corrective actions. Prepares Contact Centre performance reports by collecting, analysing, and summarizing data and trends. Maintains equipment by evaluating and installing equipment; developing preventive maintenance programs; calling for repairs; evaluating and implementing upgrades. Maintains professional and technical knowledge by tracking emerging trends in Contact Centre operations management; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Staff motivation and management: Accomplishes Contact Centre human resource objectives by recruiting, selecting, orienting, training, assigning, coaching, counselling and disciplining employees. Administering scheduling systems. Communicating job expectations. Performance Management: Monitoring, appraising, and reviewing job contributions. Planning and reviewing compensation actions Enforcing policies and procedures. Service delivery to GPW customers (eGazette specific): Overall responsibility for customer service. Manage customer relationships. Resolve customer issues / concerns. Customer Centricity: Develop a working plan for expanding effectiveness of the service offering. Work with Internal and External Stakeholders throughout the value chain to drive market share expansion. Develop a canvassing database for potential clients (Based on enquiries). Coordinate and collaborate orders for Zandfontein, Face value and Originations. Handle customer queries for GPW Business. Support Key Accounts by communicating with all relevant Stakeholders.

ENQUIRIES

:

Mr. N Dlamini Tel No: (012) 748 6191

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.

<u>APPLICATIONS</u>	:	Potential candidates may apply at https://www.gtac.gov.za/careers/ . NB only online applications will be accepted.
<u>CLOSING DATE</u>	:	25 November 2022 at 12pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

<u>POST 43/49</u>	:	<u>DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: G23/2022</u> (Term: 24 Months Fixed Term Contract (01 January 2023 to 31 December 2024))
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package), PSR 44 will apply for applicants already earning in the salary level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF Level 7) qualification in Information Systems, Knowledge Management, or equivalent qualification, and/ or other related field. Postgraduate degree will be added as advantage. A minimum of 8 – 10 years' experience in knowledge management, information, and communication technologies, of which at least 5 years are at Senior Management level. Specialisation in Local Government Knowledge Management, programme and/or project management is an advantage. A minimum of 4 years' experience in public service is required. Experience in public finance management reform initiatives / public sector interventions as well as experience in risk management and business continuity planning, is advantageous. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes

the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others to meet the intended objectives. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on awareness of social, economic, market and political issues, trends, processes, and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Legislative knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and DPSA regulations pertaining to contracting of consultants. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures, and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate, and values. Sharing goals, objectives, and ideas to encourage others to commit to and be enthusiastic about realising the vision. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest

DUTIES

to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes, and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating, and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits.

To manage the MFIP knowledge programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP Knowledge and Information Management: Design, establish and enhance the MFIP knowledge management and information (KIM) systems and processes, Manage the knowledge and learnings resulting from the implementation of the MFIP programme, including: support the capturing and analyses of lessons learnt, reviewing reports produced, reviewing information to be submitted for publishing on the GTAC website support the implementation of lessons learnt into service practices. Advise and support studies and implementation reviews of the MFIP programme and projects. Advise on MFIP knowledge management information and documents for compliance checking, auditing and innovation purposes. Review and provide support on MFIP knowledge management reporting requirements (monthly, quarterly, and annual). KIM Technology Enablement Implementation, Support & Maintenance: Develop and deploy technology solutions and platforms to enable the MFIP to achieve its strategic and operational objectives. Design and coordinate user support systems and platforms (both basic and advanced support). Coordinate support to users and provide technology enablement solutions Advise on the creation of appropriate media to enable and capacitate users on the MFIP. Advise on the maintenance and enhancement of KIM systems deployed on the MFIP. MFIP Content and Learning Management: Design and oversee the implementation of a content and learning management strategy and plan for the MFIP. Develop content creation systems, procedures, and guidelines. Provide support on the review and quality assurance of knowledge products generated for the MFIP. MFIP strategy, budget, governance and management: Provide inputs to the MFIP Strategic and Annual Performance plans and manage the development, implementation, monitoring and reporting on the programme's performance indicators and operational plan. Provide inputs on the MFIP budget, and manage the preparation, compliance and performance monitoring, record keeping and reporting on the programme budget and expenditure. Provide advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including: policies and procedures, business processes and systems, guidelines and templates. Contribute to and assist with the communication, compliance monitoring and periodic reviewing and enhancement where required of the MFIP programme management framework and internal controls. Support and enable programme audits, including the preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. MFIP services research and quality management: Advise on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, providing inputs on the updating legislative and regulatory frameworks building network groups for reference and benchmarking, and knowledge exchange and sharing. MFIP stakeholder and client relationships and advice: Establish and maintain stakeholder and client relationships and provide technical advice and support in line with project agreement and as identified. Provide inputs to engagements with stakeholders, clients and industry role players on municipal finance management practices and outcomes. Manage the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP projects management: Manage the development of assigned MFIP advisors work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Manage the processing, verification and approval of KIM advisors project progress reports, time sheets and invoices. Manage the implementation of and compliance to

MFIP project information and document management requirements including the: information back-up and recovery plan, filing system and business continuity plan documents repository and website. Manage assigned MFIP project budgets and expenditure including: monitoring and reporting on budget risks and recommending remedial strategies, ensuring the retention of financial information as per prescripts, monitoring compliance to financial management policies, processes, and procedures resolution of financial management enquiries, returns and reports, inclusive of AG communications. Manage the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Manage the quality assurance of assigned MFIP – KIM projects and quality control of all aspects of KIM work on assigned MFIP – KIM projects. MFIP projects reviews, reporting and closure: Manage the monitoring, evaluation, and reporting on assigned MFIP - KIM projects including: project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Manage compliance audits and reviews of MFIP – KIM projects and ensure resolution of adverse outcomes. Manage the close-out of projects including the preparation and submission of: project close-out reports to enable closure of project budgets and cost recoveries, paper trail documents to enable project auditing, project governance and oversight reports, project findings and learnings to enable communication and publishing. Monitor and ensure the processing, quality assurance, uploading, filing, and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. Manage the development, implementation, and maintenance of municipal financial information databases for assigned MFIP projects. MFIP capacity development: Provide support with the publishing and distribution of MFIP practice guides and circulars to project clients, partners, and technical advisors Advise on the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners, and advisors. Develop and roll-out MFIP programme knowledge and information sharing events and other knowledge dissemination activities.

ENQUIRIES : Kaizer Malakoane Tel No: 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

OTHER POST

POST 43/50 : **DEPUTY DIRECTOR: MFIP TECHNICAL SUPPORT: MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA) REF NO: G24/2022**
(Term: 24 Months Fixed Term Contract (01 January 2023 to 31 December 2024))

SALARY : R882 042 per annum (Level 12), (all-inclusive package), PSR 44 will apply for applicants already earning in the salary level

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree (NQF Level 7) in Local Government Finance or Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years' experience in local government financial management or related field, at least 2 of which at management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The term clients" refers to both internal and external clients. Team Participation: Works cooperatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management

principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.

DUTIES

: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP Projects Establishment: Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. Develop the terms of reference, formulation of the scope of work and specific objectives for MFIP projects. Develop and implement methodologies and approaches for the delivery of MFIP services. Facilitate and coordinate the identification of procurement, contract and project management risks and development of risk mitigation strategies for MFIP projects. Facilitate and coordinate the procurement, contracting and placement/deployment of MFIP technical advisors to the respective provincial treasuries. Assist with monitoring the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files are auditable at all times. MFIP Projects Implementation: Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisor's project reports and invoices. Efficiently and effectively utilize the assigned MFIP project budgets and expenditure including assist with monitoring and reporting on budget risks and recommending remedial strategies. Assist with ensuring the retention of financial information as per prescripts. Assist with monitoring compliance to financial management policies, processes and procedures. Assist with the resolution of financial management enquiries, returns and reports, inclusive of AG communications. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Facilitate and coordinate the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on assigned MFIP projects. Prepare needs assessments and assist with the scheduling and

conducting of capacity building sessions on municipal finance related practice guides and circulars for technical advisors as requested. MFIP Projects Monitoring & Evaluation and Close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects including: project status reports on implementation progress (monthly, quarterly and annually). Project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. Assist with preparing and supplying MFIP project information for National Treasury, GTAC, Parliament and other public/private bodies as required from time to time. Report on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking performance against best-practices, evaluating performance against stakeholder and business needs, researching and reporting latest trends, assist with providing inputs on the updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Facilitate and coordinate the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. Paper trail documents to enable project auditing. Project governance and oversight reports. Project findings and learnings to enable communication and publishing. MFIP Knowledge and Information Management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan. Filing system and business continuity plan. Documents repository and website. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. Provide inputs to the co-development with NT of cross-cutting initiatives, tools and systems for the strengthening of municipal finance management across the sector. Assist with monitoring and ensuring the distribution of municipal finance related knowledge products to project stakeholders, partners and technical advisors. Attend Treasury workshops to ensure that programme inputs are presented on the update of relevant legislative and regulatory frameworks. Facilitate and coordinate the development, implementation and maintenance of municipal financial information databases for assigned projects. MFIP Project Stakeholder and Client Relationships and Advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP Programme Management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents. Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure. MFIP programme management: Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings.

ENQUIRIES

: Kaizer Malakoane Tel No: 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Free State Community Education and Training (CET) College)**

- APPLICATIONS** : Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
- FOR ATTENTION** : Mr GT Mothate
- CLOSING DATE** : 25 November 2022 at 16:00
- NOTE** : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department of on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form will result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered. The Free State CET College has the right to appoint and withdraw the posts.

OTHER POSTS

- POST 43/51** : **SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: FSCETC 01/08/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Free State CET College (Bloemfontein)
- REQUIREMENTS** : Recognised National Diploma (NQF 6) /B.Com degree in Risk Management/Internal Audit or equivalent qualification. Minimum of 5 years' experience in Risk Management or related field. Minimum of 2 years in supervisory experience. Valid driver's license. Computer literacy. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management.

- DUTIES** : Facilitate the provision of risk management services. Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/Corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the provision of ethics and integrity management services. Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

- ENQUIRIES** : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

- POST 43/52** : **SENIOR LABOUR RELATIONS OFFICER REF NO: FSCETC 02/08/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Free State CET College (Bloemfontein)
- REQUIREMENTS** : A recognised Degree or three- year (3) National Diploma (NQF level 6) in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. A post graduate qualification in Labour Relations. Minimum of 5 years Labour Relations experience in Public Service environment and a minimum of 2 years supervisory experience. Possession of Driver's License is a requirement. Computer literacy. Sound knowledge of PERSAL system. Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Services legislations and policies related to Human Resource Management (HRM). Knowledge of

implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Knowledge and understanding of the Post School Education sector (PSET and CET). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good communication skills, strong interpersonal skills and ability to work under pressure. It will be compulsory to write practical computer assessment.

DUTIES : Ensure promotion of sound Labour Relations in the College. Providing advice on Labour relations matters. Participate and provide inputs in the development and implementation of Labour relations policies and manuals. Assist in conducting workshops on Labour matters. Administer and investigate grievances and disputes cases in the College. Follow proper procedure when handling grievance and dispute. Compile investigation reports. Communicate the findings of the investigation to the aggrieved. Draft submissions to request a mandate from the senior management to defend or settle a dispute declared against the college. Represent the employer during conciliation and arbitration. Administer and investigate misconduct cases in the College. Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and serve a notice of the disciplinary hearing. Represent the employer in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective bargaining Forum activities. Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Arrange Labour Forum meeting and draft minutes thereof. Maintaining of stakeholder relations between the employer and the employee. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Ensure compliance with policies. Form part of negotiations and consultation with trade unions or organized Labour. Promote sound labour relations, equity and diversity. Update and maintain database on grievances, disputes, misconducts and appeals. Draft and issue statistical information relating to code of conduct and update database. Capturing of cases on Labour Relations cases on PERSAL system for reporting purposes. Monitoring, managing and reporting of Industrial action/ strike. Management of resources of the Labour Relations Unit in the College. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/53 : **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: FSCETC 03/08/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised three-year National Diploma/Degree in Internal Auditing/Accounting or relevant qualification. Minimum of 5 years' experience in Quality Management System and Internal Auditing. Minimum of 2 years supervisory experience. Valid driver's license. Registered member with Institute of Internal Auditors (IIA SA). Certified Internal Audit (CIA)/ Internal Audit Technician (IAT)/ Government Internal Audit (GIA) will be added as an advantage. Knowledge of policies and governance environment. Knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following relevant legislation: CET Act, ISO standards, Quality Management System etc. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and Public Service Regulations. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing and people management. Client service focus, Integrity, Committed, Proactive and loyal.

DUTIES : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Render Internal Audits services to the College. Action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits. Conduct Internal Audit.

Raise non-conformances and list recommendations. Generate audit reports. Submit audit reports to the Internal Auditor. Distribute final audit report to the Principal, Departmental Managers and Centre Managers where appropriate, for further action. Raise non-conformances during the internal audit and inform all process owners to closeout all pending non-conformances before or on due date. Conduct customer satisfaction surveys for the College. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Schedule and conduct management reviews for the College. Prepare required data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per management reviews minutes. Ensure that process owners execute the recommendations to promote systematic continuous improvement. Assist in preparing and conducting SABS Certification Audits for the College. Prepare centres and departments at central office for certification audits. Provide administrative duties and adhere to policies. Compile and submit reports on QMS and Internal Audit to the Principal. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit. Review, collate information and compile reports for senior management, Audit and Risk committee (ARC). Keep up to date with new developments in the internal audit environment. Compile monthly, quarterly and annual reports against the audit plan and risk register.

- ENQUIRIES** : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za
- POST 43/54** : **SENIOR IT TECHNICIAN: INFORMATION TECHNOLOGY AND COMMUNICATION REF NO: FSCETC 04/08/2022**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
 : Free State CET College (Bloemfontein)
 : An appropriate Degree or National Diploma in Information Technology (IT)/Computer Science or equivalent. Minimum of 5 years' experience in an IT environment. Practical 2 years' experience in software, hardware installation and configuration of mainframe applications. Server administration, IT Hardware and Software Understanding of Desktop, Networking and Voice Communication infrastructure. Program Installations. Valid driver's license. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. BAS (Desktop), PERSAL (Desktop), MIS Systems and any related Systems (Desktop). Valid Driver's license. Added Advantage: A+, ITIL v3 Foundation. Time management, problem solving, and results oriented. Good interpersonal skills and attention to details; Ability to prioritize. Supervision. Accountability.
- DUTIES** : Assist in management of Service Desk and Desktop support function services for the College and Centres. Setup user account on desktop and laptop (mailbox, windows and mac book). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups on information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, PERSAL & and any other system). Troubleshooting of all issues reported. Rendering of IT information management services: Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Gather and analyse users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
- ENQUIRIES** : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

<u>POST 43/55</u>	:	<u>SENIOR EXAMINATION OFFICER REF NO: FSCETC 05/08/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognised National Diploma/Degree in Education. Minimum of 5 years in the examination services/Teaching and Learning environment/related field. Valid driver's license. Advanced experience in interpretation, development and implementation of policies. Knowledge of the CET sector and its regulatory and legislative framework. Knowledge of the Public CET sector and its regulatory and legislative framework. Knowledge and understanding of the Post School sector. Knowledge and understanding of different MIS systems. Knowledge of National policy relevant to Examination, Umalusi and QCTO. Administrative, planning, organising, financial management, report writing, communication, interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management. Client service focus, integrity, committed, proactive, loyal and ethics. It will be compulsory to write practical computer assessment.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment in the College and Learning Sites. Check exam venues (seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Apply concessions for students with disabilities prior examination sitting. Ensure that the College complies with examination policies, processes and procedures. Ensure that chief invigilators, invigilators and student comply with examination policy and regulations. Safe keep of question papers and distribute accordingly. Implement the internal Assessment including Site Based Assessment (SBA) Monitoring and Moderation. Implement College Examination Policy and Terms of References (TOR) for Examination related functions. Submit examination data to DHET. Arrange meetings before and after exams to discuss irregularity experience and assist in developing strategies. Coordinate the training of Chief Invigilators, Markers and Data Capturers. Prepare logistical arrangement for training (materials, equipment, transport, refreshments and venue). Assist with the coordination of the appointment of Chief Invigilators, Moderators, Monitors and Examination Officers, etc. Coordinate the establishment of the examination and Irregularity Committee. Serve as Secretariat and draft reports of the Committee. Coordinate the control and issuing of the certificates. Issue certificate, application form and quality assurance on submitted data. Process and submit all certificate applications, keep record and handle enquiries. Track outstanding certificate applications and Statement of results. Provide administration support to the central examination unit. Communicate exam timetables to the Community and Satellite Learning Centres. Manage all human, financial and other resources in the unit. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit.
<u>ENQUIRIES</u>	:	Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za
<u>POST 43/56</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FSCETC 06/08/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	Relevant Bachelor's Degree/Diploma in Accounting/Financial Management/Cost and Management Accounting. A minimum of 2-3 years experience in budgeting and financial environment. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of BAS, PERSAL and any financial management systems. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of the Public Finance Management Act, CET Act, Treasury Regulations and College finance policies. Service delivery and client orientation. Problem solving and decision making. Facilitation, presentation and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and mentoring. Ability to work under pressure.
<u>DUTIES</u>	:	Supervision and coordination of the annual budgeting process. Perform budget control and expenditure analysis. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Monitoring of expenditure trends and

reconciliation against budget and cash flow projections. Perform BAS/PERSAL reconciliation and financial declaration. Provide support in terms of accounts control. Gather and summarize financial data and compile financial and non-financial reports. Monitor tax administration and reconciliation. Management of human, physical and financial resources. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compile college monthly asset register. Render an office support service to the College. Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

ENQUIRIES

POST 43/57

SUPPLY CHAIN ADMIN OFFICER REF NO: FSCETC 07/08/2022

**SALARY
CENTRE
REQUIREMENTS**

R261 372 per annum (Level 07)
Free State CET College (Bloemfontein)
Recognised National Diploma/Degree in Accounting specializing in Supply Chain Management. Minimum of 3 years experience in Supply Chain and Asset Management. Knowledge of financial management system and asset management. Basic knowledge of financial functions, practices as well as the ability to capture data, collate financial statistics. Extensive knowledge about Internal Audit Environment. Sound knowledge of the Public Service financial legislations, procedures, and treasury regulations (PFMA, PPPFA, Financial Manual, supply chain management policies and GRAP 17 standard). Analytical and strong organizations skills, with excellent verbal and written communication skills. Customer focus and responsiveness. Good Computer skills such as MS Word, Excel, MS Office suite and Outlook. Valid driver's license is required. Be reliable and determined.

DUTIES

Perform bidding administration function for the College bid committee. Perform procurement of goods and services function through effective and efficient demand management services. Assist in the provision of an effective contract management service to the College. Provide logistical and disposal services. Provide asset management service to the College. Management of human, financial and other resources of the unit.

ENQUIRIES

Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/58

ADMINISTRATION CLERK REF NO: FSCETC 08/08/2022 (X2 POSTS)

**SALARY
CENTRE
REQUIREMENTS**

R176 310 per annum (Level 05)
Free State CET College (Bloemfontein)
Appropriate National Diploma (NQF 6)/Degree in Office Administration. Minimum two (2) years' experience in administration. Experience in CET environment will be an added advantage. Computer Literate. Valid driver's license. Sound knowledge of legislative framework governing the Public Service and CET Colleges. Knowledge of the Management of Information System and annual reporting requirements. Clerical duties, ability to capture data and collecting statistics. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication.

DUTIES

Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component. Capture data from available records into the required formats e.g., systems, databases, table and spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Keep and maintain records and files. Provide information to components. To provide Management Information System (MIS) services in the entire college. Provide administration of all academic and student related system programmes, courses and qualification.

ENQUIRIES

Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/59

GROUNDSMAN REF NO: FSCETC 09/08/2022

**SALARY
CENTRE
REQUIREMENTS**

R104 073 per annum (Level 02)
Free State CET College (Welkom – Letjhabile Community Learning Centre)
Minimum of Grade 10/Standard 8/ABET Level 4/ GETC. 1 year experience in cleaning/gardening in the public institutions. Knowledge of repetitive tasks. Knowledge of auxiliary services. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene and safety. Storage

requirement. Reading and operating equipment and machinery. Communication (verbal and written). People management. Office management and administration. Analytical. Computer literacy. Problem-solving. Planning and organizing. Disciplined.

DUTIES

: Maintain premises and surroundings. Clean premises and surroundings. Empty dirt bins. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Identify and manage health hazards. Repair minor defects of gardening equipment and tools. Movement of furniture and equipment.

ENQUIRIES

: Mr G.T Mothate Tel No: 051 250 4021 Email: GMothate@fs.cetc.edu.za

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 25 November 2022

APPLICATIONS : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 43/60 : **DEPUTY DIRECTOR-GENERAL: IMMIGRATION SERVICES REF NO: HRMC 82/22/1**
Branch: Immigration Services
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are requested to re-apply).

SALARY : R1 544 415 - R1 739 784 per annum (Level 15), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria
: An undergraduate qualification in either Law, Public Management and Administration, Social Sciences (Humanities) or any cognate field at NQF level 7 and a post graduate qualification at NQF level 8, as recognized by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 8 - 10 years' experience at a Senior Managerial level. Experience in Management Services or humanities or legal field. Knowledge of the Constitution of South Africa. Knowledge and understanding of the Immigration Act and its Regulations of 2000 and the Refugee Act. In depth knowledge of the Immigration Systems and Controls. Knowledge and in depth understanding of Refugee Act and its Regulations. In depth knowledge of the Citizenship Act

and Travel Document & Passports Act. Knowledge of the International Conventions on Immigration. Understanding of International and continental (Regional protocols). Knowledge and understanding of South Africa's foreign policy. Knowledge of controls and structures for the enforcement of the Immigration Act. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Finance Management Act and Treasury Regulations. Understanding of Good Corporate Governance principles (King IV). Understanding of management principles and concepts. Understanding of the Aviation Industry requirements for Ports of Entry. Knowledge and understanding of sector needs and business requirements. Strategic capability and leadership. Service delivery innovation, people management and empowerment. Program and project management. Presentation skills and business report writing. Communication and decision making. Problem solving and analysis. Influencing, networking, planning and organizing. Interpersonal, negotiation, technical and commercial skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction and ensure the strategic positioning of the Branch. Ensure provision of strategic leadership and expert advice on the interpretation of and implementation of the Immigration Act and its Regulations. Manage and establish relationship with all DHA Branches, Immigration Authorities / Agencies, international stakeholders and other spheres of government in relation to Immigration Strategic matters. Manage the formulation, planning and coordination of Immigration programmes and projects. Ensure innovation and service delivery within the Branch. Manage the integration of immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Manage controls and structures for the enforcement of the Immigration Act and the Refugees Act. Develop and implement the policy and procedure, directive acts and regulations. Ensure compliance with legislations, regulations and DHA policies and procedures. Manage human, financial and physical resources.

ENQUIRIES

: Ms C Mocke at 082 301 8580

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: imsrecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- CLOSING DATE** : 25 November 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. 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. SMS posts: 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; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements 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 43/61** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/46/2022**
Branch: Corporate Services
Chief Directorate: Legal Services
Re-advertisement. Applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), (all-inclusive salary package)
: Pretoria
: Applicants should be in possession of Matric/ Gr 12 or equivalent. Applicants must have an appropriate post graduate degree in law/ LLB. Admitted Attorney/ Advocate. Extensive 5 years' experience at senior management level. Advanced skills to manage the Chief Directorate and provide legal support to stakeholders. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience with Legal administration as well as court skills will be essential. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : Development of subordinate and enforceable human settlement legislation to support national human settlement policy. Co-ordinate the provisioning of general legal advice and legal documents. The management and coordination of legal contracts, opinions, international agreements, MOU's and legal advice to stakeholders. Draft and amend National Housing Legislation and

regulations. Manage litigation matters and ensure legal compliance by the Department. Responsible management of resources allocated to the Chief Directorate: Legal Services.

ENQUIRIES : Mr C Ramalepe Tel No: 012 444 9113
APPLICATIONS : Applications can be e-mailed to CDLS@basadzi.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 43/62 : **CHIEF DIRECTOR: COMPLIANCE AND ENTITIES OVERSIGHT REF NO: DOHS/47/2022**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Re-advertisement. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 269 951 per annum (Level 14), all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Matric/ Gr 12 or equivalent. Relevant Undergraduate qualification (NQF 7 as recognized by SAQA) such as a Bachelor degree in Public Administration or Bachelor degree in Commerce. An appropriate Master's degree will be an added advantage. A minimum of 5 years' extensive relevant experience at senior management level. Competency in strategic performance planning, monitoring and risk management. Knowledge of good governance matters. Experience in regulatory compliance and relevant legislation and policies. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good time management and communication skills. People management and empowerment. Candidates must be creative and innovative with a focus on results and quality. A certificate for entry into Senior Management Services (SMS) is compulsory.

DUTIES : The successful candidate will be expected to: Provide Human Settlements Entities oversight and interface services in support to the Executive Authority. Manage planning and performance processes. In depth analysis of entities performance. Render specialized advice on capital requirements. Manage process of establishment and de-establishment of entities. Provide Regulatory and Legislative compliance assurance to the Human Settlements Sector. Manage and monitor the implementation of Corporate Governance Framework. Provide Oversight management on Human Settlements Entities Boards practices in line with Good Governance. Monitor and support Sector transformation. Manage Resources allocated to the Chief Directorate.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
APPLICATIONS : Applications can be e-mailed to CDCEO@basadzi.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 28 November 2022

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 43/63 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 161/22EC**

SALARY : R744 255 - R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, East London

REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Social Work / Psychology; Registered with the South African Council for Social Service Professions or Health Professional Council of South Africa; At least 3 years' experience in employee health and wellness work environment at managerial (Assistant Director) level; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Interpersonal relations and conflict resolutions; Planning and organizing; Problem solving and decision making; Team leadership; Project management.

DUTIES : Key Performance Areas: Manage, coordinate, implement and promote the physical wellbeing (wellness programmes) of individual employees; Manage, implement and promote the psycho- social wellbeing (employee assistance) of individual employees; Manage, implement and promote Work-Life Balance; Manage and implement Health and Productivity interventions; Manage and implement HIV/AIDS and TB programmes; Manage and implement Safety, Health, Environment and Risk and Quality Management (SHERQ) in the workplace; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 43/64 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 162/22EC**

SALARY : R744 255 - R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office, East London
 : Three-year Bachelor's Degree /National Diploma in Public Administration or an equivalent qualification (NQF level 6); At least 3 years' experience in office and district administration at managerial (Assistant Director) level; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel); Job knowledge; Strategic thinking; Budgeting and financial management; Interpersonal relations, communication skills (verbal and written); Planning and organizing skills; Ability to analyze and solve problems; Project management.

DUTIES : Key Performance Areas: Coordinate administrative assessment of all court houses; Coordinate quality assurance assessments at the sub-offices to determine whether the work is being done according to legislation and prescripts; Implement Ad hoc services; Conduct assessment of all physical resources; Conduct investigations in respect of all misconduct and maladministration; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 43/65 : **DEPUTY DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 22/279/ISM**

SALARY : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
 : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in Testing at managerial (Assistant Director) level; Knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodology and Testing Techniques; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Quality Management and Programming. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Project management.

DUTIES : Key Performance Areas: Conduct analysis of testing requirements, design test cases and execute testing of ICT solutions; Schedule and conduct quality infrastructure audit inspections to analyse and review systems, data and documentation; Maintain the Test and Quality Assurance (QA) environments; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. J Maluleke Tel No: (012) 315 1090
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 43/66 : **ESTATE CONTROLLER EC1 REF NO: 22/282/MAS**

SALARY : R201 387 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court: Polokwane
 : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES APPLICATIONS : Mr. S. Maeko Tel No: (012) 315 1996
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address:

NOTE

Application Box, First Floor Reception, East Tower, Momentum Building, 329
Pretorius Street, Pretoria.
: People with disabilities are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

- APPLICATIONS** : **National Office: Midrand/Constitutional Court:** 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.
- Thohoyandou/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. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- KwaZulu Natal/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu 8 & Stalwart Simelane Streets, Durban, 4000.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Mpumalanga division** of the High Court: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Gauteng Division:** Pretoria/Johannesburg/Land Claims Run burg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 25 November 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered

during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. **ERRATUM:** Please note the post of Law Researcher advertised with Ref No: 2022/169/OCJ for the North West Division of the High Court in the Vacancy Circular dated 28 October 2022 with a closing date 11 November 2022 has been withdrawn.

OTHER POSTS

POST 43/67 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2021/194/OCJ**

SALARY : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Kimberly

REQUIREMENTS : Matric certificate and a three-year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years' must be at Assistant Director level. A valid driver's license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills. Strong leadership and Project management skills. Good interpersonal relations skills. Problem solving, Presentation and Conflict Management skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES : Develop and review HR administration related policies. Manage HR Provisioning (Recruitment & selection and appointments) in the Province. Manage staff Establishment of the Province. Manage HR administration. Training and HR Records in the Province. Manage the Performance Management and Development system. Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees. Facilitate the process of Employee Relations in the Province. Provide expert advisory support to stakeholders. Responsible for the interpretation and implementation of OSD policies and resolutions. Give advice on Procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management. Manage and administer policy and procedure in incapacity leave and ill health retirement (PILIR) in the department.

ENQUIRIES : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7 HR Related Enquiries: Ms T Methu Tel No: (053) 807 27

POST 43/68 : **ASSISTANT DIRECTOR: SECURITY REF NO: 2022/195/OCJ**

SALARY : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Kimberly

- REQUIREMENTS** : Matric certificate and a three-year National Diploma / Bachelor Degree in Security Management or Risk Management (NQF level 6) plus a minimum of three (3) years' experience in the security environment. A minimum of at least three years' experience at level seven. Grade A State Security Agency Course. Skills and Competencies: Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer Literacy. A valid driver's license.
- DUTIES** : Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7 HR Related Enquiries: Ms T Methu Tel No: (053) 807 27
- POST 43/69** : **JUDGE'S SECRETARY REF NO: 2022/197/OCJ (X2 POSTS)**
(3-Year Contract)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Pretoria
- : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide copies of documents to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the Judge's private and official schedule.
- ENQUIRIES** : Technical enquiries Ms M Campbell Tel No: (012) 492 6799
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

- POST 43/70** : **PERSONNEL PRACTITIONER REF NO: 2022/198/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division Of The High Court: Thohoyandou
 : Matric certificate and a three (3) years' National Diploma or Degree in HRM/Public Administration/Management or equivalent qualification Degree as recognised by SAQA. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. A valid code B drivers' licence. 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** : HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: Tel No: (015) 495 1753/1743
- POST 43/71** : **PERSONNEL PRACTITIONER REF NO: 2022/199/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office Midrand
 : Matric certificate and a three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Related Equivalent Qualification as recognised by SAQA. At least two (2) years functional experience in Human Resource Management within the Public Service. Skills and Competencies: Knowledge of HR policy application in terms of relevant legislative framework (e.g. the Public Service Act, Public Service Regulations and relevant labour legislation). Formal PERSAL training and Computer literacy, extensive Excel experience is essential. Good communication, writing, time management and organising skills.
- DUTIES** : The successful candidate will be responsible for providing an effective and efficient human resource administration service. This entails application of HR policies and procedures: Accurate application of DPSA prescripts, regulations as well as the Departmental policies regarding HRA. The administering of recruitment, selection, appointment and promotion on PERSAL. Maintenance of HR statistics. Assist in drafting of new policies and maintenance of policies that are up for review and policies that have been specifically identified for review. Administering of personnel information systems and departmental reporting.
- ENQUIRIES** : Technical/HR related enquiries: Ms C Gideon Tel No: 010 493 200
- POST 43/72** : **SENIOR COURT INTERPRETER REF NO: 2022/200/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Johannesburg
 : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or

Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Afrikaans, IsiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, IsiNdebele, isiSwati, isiXhosa). Knowledge of any foreign languages and Sepulane will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.

DUTIES : Render interpreting services in criminal court, civil court and quadi-judicial proceedings. Translate legal documents and exhibits. Develop terminology and coin words. Assist with the reconstruction of court records. Rendering interpreting services during consultations. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical enquiries Johannesburg: Ms S Letlaka Tel No: (010) 494 8486
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 43/73 : **SENIOR COURT INTERPRETER REF NO: 2022/201/OCJ**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division Of The High Court: Pretoria
: Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.

DUTIES : Render interpreting services in criminal court, civil court and quadi-judicial proceedings. Translate legal documents and exhibits. Develop terminology and coin words. Assist with the reconstruction of court records. Rendering interpreting services during consultations. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical enquiries Pretoria: Ms S Malatji Tel No: (012) 492 6796
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 43/74 : **REGISTRAR REF NO: 2022/202/OCJ (X2 POSTS)**

SALARY : R260 928 - R926 193 per annum (MR3 –MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : KwaZulu-Natal Division Of The High Court: Pietermaritzburg
: Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license will serve as an advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

- DUTIES** : Co-ordination of Case Flow Management and support the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Coordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgments by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : HR related enquiries: Ms SZ Mvuyana Tel No: 034 492 0261
- POST 43/75** : **REGISTRAR'S CLERK REF NO: 2022/203/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Division Of The High Court: Polokwane
- REQUIREMENTS** : Matric certificate. A valid driver's licence. The following will be an added advantage: Experience in general administration or court related functions would serve as an added advantage. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing and skills and customer service skills orientated.
- DUTIES** : Render efficient and effective support services to the Court, issuing of Court process at General Office, render case management duties, render counter service duties/functions, prepare, analyse and submit court statistics, maintain and keep all registers for civil and criminal matters, filing and archiving of both civil and criminal processes, attending to case management and set down notices,, act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison, attend to correspondence and enquiries from the public and stakeholders, prepare and send cases to transcribers for appeal and review purposes, attend to complaints from prisoners and members of the public, perform administrative duties in respect of mental health, petition, review and appeal matters, act as liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registr, Court Manager and Supervisor.
- ENQUIRIES** : Technical Enquiries: Ms. Phaswane MMG: Tel No: (015) 495 1812
HR Related Enquiries: Ms. Mathobela MF or Ms. Ramaphakela Tel No: (015) 495 1758/44
- POST 43/76** : **ADMINISTRATION CLERK: HUMAN RESOURCES REF NO: 2022/204/OCJ**
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate. A National Diploma/Degree in Administration related studies will be an added advantage. A minimum of one (1) year job related knowledge experience. Skills and competencies: Good communication skills, computer literacy (knowledge of MS Excel will be an added advantage), good interpersonal skills, good public relations skills, accuracy and attention to detail.
- DUTIES** : handling incoming and outgoing documents, providing efficient and effective administrative support, e.g. data capturing of information, ensure proper administration and maintain the record-keeping system, assist in compiling reports, handle confidential documents , assist where need arise in any unit within the directorate.
- ENQUIRIES** : Ms S Tshidino Tel No: 010) 493 2500

<u>POST 43/77</u>	:	<u>ADMINISTRATION CLERK REF NO: 2022/205/OCJ</u>
<u>SALARY</u>	:	R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Limpopo Division Of The High Court: Polokwane
<u>REQUIREMENTS</u>	:	Matric certificate. Knowledge of government transversal systems, Knowledge of relevant legislation and financial management will serve as an advantage. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good interpersonal skills, attention to detail, planning and organising skills, computer literacy, analytical skills, ability to work pressure and meet deadlines, solution orientated, service delivery innovation, client orientation and customer focus.
<u>DUTIES</u>	:	Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets, reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements, maintain a complete and accurate leases asset register, perform the physical verification of assets as well as the completeness of the asset register, management of losses as well as the disposal of unserviceable, redundant and obsolete assets, render general clerical support services including administration of fleet and day to day maintenance services, provide supply chain clerical support services, provide personnel administration clerical support services, provide financially administration support services, update registers and statistics, handle routine enquiries, make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, keep and maintain incoming and outgoing register of the component.
<u>ENQUIRIES</u>	:	Polokwane: HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: (015) 495 1753/1743
<u>POST 43/78</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2022/207/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Durban: (Stationed at Durban Magistrates Court)
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent qualification, An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – Two (2) years' experience will served as an added advantage: Technical knowledge and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills, communication skills (verbal and written). Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate, provide Administrative functions to the Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and supervisor.
<u>ENQUIRIES</u>	:	Durban: HR related enquiries: Ms SZ Mvuyana Tel No: 031 031 492 6206
<u>POST 43/79</u>	:	<u>ADMINISTRATION CLERK (DCRS) (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kwa Zulu-Natal Division Of The High Court: Pietermaritzburg Ref No: 2022/208/OCJ Northern Cape High Court Kimberly Ref No: 2022/209/OCJ
<u>REQUIREMENTS</u>	:	Matric certificate. Zero to two years relevant experience. Appropriate experience in general administration or court related functions with regard to court recordings and/or Case flow management / and or record management. A valid driver's license will be an added advantage. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office), Good interpersonal and problem solving skills, accuracy and attention to detail, ability to work under pressure, customer service skills. Document management and operational knowledge of operating a DCRS machine.

- DUTIES** : Prepare court before proceedings, perform digital recording of court proceedings and ensure integrity of such documents, provide administrative support in circuit courts, collecting statistics, provide administrative support in general on court performance, records management and case flow management, provide any other administrative support in performance duties in HR, Finance AND Supply Chain Facilities of the court as required by the Judiciary, Court Manager and/ or Supervisor.
- ENQUIRIES** : **KZN:** Technical and HR related enquiries: HR related enquiries: Ms SZ Mvuyana Tel No: 034 492 0261
Northern Cape –Technical related Enquiries: Ms S Basson Tel No: (053) 807 2701/100
HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714
- POST 43/80** : **ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2022/210/OCJ**
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate. An LLB degree or a recognized legal degree will serve as an added advantage. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good reporting skills and creative and analytical thinking skills.
- DUTIES** : Assist Legal Services Unit with day to day administrative tasks; Secretariat support and document management; Management of all incoming and outgoing, correspondence for the unit; Provide secretariat support to management structures; Organise and maintain the filing system and records, Arrange and the coordinate meetings of the Unit. Manage stationery, Office equipment; Coordinate corporate support service activities for the Legal Service Unit. Assist with the proofreading of documents; -Assist with coordination and compliance of PAIA, POPIA, legal agreements and documents of the Department.
- ENQUIRIES** : Technical related enquiries, Mr N Phakola Tel No: 010 493 2500
Ms S Tshidino Tel No: 010) 493 2500
- POST 43/81** : **ACCOUNTING CLERK REF NO: 2022/211/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: North West
Matric Certificate with Accounting as a passed subject. A national Diploma in Accounting/Financial Management or equivalent will serve as advantage. Year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organising skills and problem solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply.
- DUTIES** : Process the payment of creditors, Administer the collection of revenue, Conduct payroll administration and pay claims, Administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, Prepare manual requisitions and capture on JYP, Receive and record all invoices within 30 days, Issue receipts on monies paid in cash hall.
- ENQUIRIES** : Technical and HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7064
- POST 43/82** : **LIBRARY ASSISTANT REF NO: 2022/212/OCJ**
- SALARY** : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela
Matric Certificate. A three year National Diploma/Degree in Library Science/Information Science or equivalent qualification will be an added advantage. A minimum of one (1) year relevant experience. Skills and Competencies: Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft

Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure. Accuracy and attention to detail.

DUTIES

: Assist with management and control of Library and its resources in line with the library code and other applicable prescripts including assisting with asset verification/disposals etc. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Assist with running and maintenance of the library. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.

ENQUIRIES

: Technical and HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

- APPLICATIONS** : Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at 330 Grosvenor Street, Hatfield, Pretoria, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted. Internal candidates who previously applied are encouraged to re-apply.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 25 November 2022 at 16:30
- WEBSITE** : www.dpme.gov.za
- 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 a signed Z.83 accompanied and a comprehensive CV only 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POSTS

- POST 43/83** : **ASSISTANT DIRECTOR: INTERNAL SECURITY REF NO: 052/2022**
Directorate: Facilities and Security
- SALARY** : R382 245 – R461 745 per annum (Level 09)
REQUIREMENTS : An appropriate 3 years National Diploma (NQF 6) in Security Management or equivalent qualification and a minimum 5 years' experience in security environment of which 2 years must be at supervisory level. SSA Security management courses will be an advantage. Proficiency in Microsoft Office. Must have valid driver's licence and Grade B PSIRA registration. Knowledge of MISS, MPSS and OHS. Must possess the following skills: investigation, communication; presentation, planning and report writing. Must have a questioning attitude; be able to discover and use new ideas.
- DUTIES** : The successful candidate will be responsible to provide professional, effective and efficient security within the department. This entails administration Physical Security: Monitoring of Security Contracts, Conduct Investigation of the reported Security breaches, Security committee meetings facilitated, Management of access control procedure and Implement audit recommendations. Effective and efficient personnel security: effective screening and vetting procedure, manage vetting database and files and manage facilitation of company screening. Ensure the implementation of information and document security: Conduct document inspection monthly and conduct document security awareness. Provide security advise/ support during events planning. Manage/ supervise effective and efficient human resource. Supervise staff.
- ENQUIRIES** : Ms M Masilela Tel No: 012 312 0471
- POST 43/84** : **SENIOR PERSONNEL OFFICER REF NO: 053/2022**
Sub-Directorate: OD; HR Planning and Administration
- SALARY** : R211 713 – R249 378 per annum (Level 06), plus benefits.
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification in the areas of HR, Industrial Psychology, Public Administration/Management or related field and at least 3 years' experience in the various disciplines related to Human Resources Management. Supplementary HR related courses will serve as a definite advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations, Basic Condition of Employment Act and relevant labour legislation). Relevant PERSAL training and experience is essential. Good communication skills, planning, organisational skills. High level of computer literacy and sound knowledge of the Microsoft Office suite.
- DUTIES** : The successful candidate will be responsible for rendering Human Resource clerical services. This entails administering recruitment and selection. Administration service benefits and conditions of service. Drafting of submissions with due regard for relevant Regulatory Frameworks and HR Policies and reporting to delegated authorities. Managing on boarding appointments of staff, and staff exits.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	25 November 2022 at 16H00
<u>NOTE</u>	:	Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialised, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful. ERRATUM: Kindly note that the following posts was advertised in Public Service Vacancy Circular 42 dated 04 November 2022. (1) Control Works Manager: Electrical Ref No: 2022/437, Centre: Umtata regional Office. (2) Chief Works Manager Mechanical: Facilities Management Ref No: 2022/442, Centre: Umtata Regional Office, have all been withdrawn due to the advertised within the previous Public Service Vacancy Circular 41 dated 28 October.

OTHER POSTS

<u>POST 43/85</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2022/447</u> (12 Months Contract)
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Financial Accounting or equivalent qualification plus extensive relevant finance experience with appropriate GRAP or accrual accounting practical experience performed. Audit articles will be advantage. Willingness to travel with a valid driver's license. Knowledge: A candidate must have extensive public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. Sage Financial Systems and Archibus experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills. Personal Attributes: Creative. Dedicated. Approachable. Hard-working. Trustworthy. Other: Ability to work within specific time-frames. Ability to communicate at all levels.
<u>DUTIES</u>	:	Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Advise on efficient and effective systems of internal controls at the region in order to improve the integrity of financial information. Liaising with various line functions and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Reviewing input obtained from line functions, identifying errors and weaknesses and consolidation of input to account for final balances in the annual financial statements. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Approving of lease transactions, including monthly reconciliations on Archibus to monitor correct payments. Drafting and reviewing responses to audit findings. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Assisting the Chief Directorate with various administrative duties. Ensure effective corporate governance processes and sound resources management
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Whielers Tel No: (051) 408 7388
<u>FOR ATTENTION</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. Mr D Manus
<u>POST 43/86</u>	:	<u>SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/448</u> (Re-advert, people who previously applied are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum Cape Town Regional Office
<u>DUTIES</u>	:	A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Must have completed Internal Audit Technician (IAT) programme. Professional Internal Auditor (PIA) programme will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage. Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Khomo Tel No: (012) 492 3066 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 43/87 : **ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (SCM)**
REF NO: 2022/449
Re-advert, people who previously applied are encouraged to re-apply

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/Public Administration/ Public Management/Equivalent tertiary qualification. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Bar-code new assets and update on Logis System. Track and authorize movements of movable assets and make sure that it is captured on Logis. Conduct the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on Logis. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management.

ENQUIRIES : Ms. N Poswa Tel No: (021) 402 2198
APPLICATIONS : cape town regional office applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 43/88 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASING**
REF NO: 2022/450

SALARY : R261 372 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or Property Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA) .Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills.

DUTIES : Procure list of properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Conduct physical verification of leased properties. Attend Client forum meetings and report back to the Head of unit. Draft lease agreement, Submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Perform administrative related duties within the office.

ENQUIRIES : Ms P Ngomane Tel No: (047) 502 7000

APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 43/89 : **SECURITY OFFICER REF NO: 2022/451**

SALARY : R124 434 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : Applicants must be in a possession of ABET plus Grade C (PSIRA). Grade B or certificate in Controller will be added as an advantage. Must have relevant working experience. Familiarity with prescribed security procedures e.g.; MISS, Protection of Information Act, Access control Act and Trespass Act. Knowledge of access control procedures, measures for the control and movement of equipments and stores. Relevant emergency procedures. Ability to operate equipment and machines, Ability to work under stressful situations, Good communication skills at all levels, Analytical thinking, problem solving, organizing and planning skills.

DUTIES : Perform access control functions such as conducting screening of all people entering and leaving the building through X-ray machine and metal detector, determine whether visitors have appointment. Identify suspicious conduct, manage parking and safeguard state and private vehicles. Monitor CCTV in security control room. Safe guarding Department keys. Ensure safety and security in the buildings, premises and land parcels by undertaking building /premises patrols, checking that doors are locked or unlocked as required, Checking water leaks and that taps are closed, checking fire hazards, exposed electrical contacts and other fire hazards emanating from i.e. chemicals. Applying emergency procedures and alert emergency services and departmental management. Manage and control movement of movable assets, ensuring that no equipment, stores and assets of the department leave the building/premises/workshops unauthorized. Inspect vehicles entering and leaving the premise. Gather information and report on missing and stolen equipment and stores, verify functionality of evacuation emergency and exits, verifying accessories, damages on GG and lease cars. Respond to alarms system. Ensure effective record keeping.

ENQUIRIES : Mr. T.J Manyapelo Tel No: (018) 386 5239
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 25 November 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. 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, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 43/90** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: RETAIL REF NO: DD SSSRT**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum
: Pretoria
: Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in Retail environment of which 3 must be at Assistant Director Level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.
- DUTIES** : Manage the Sub-directorate responsible for the Retail Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice retail sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSRT"

POST 43/91 : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: MANUFACTURING REF NO: DD: SSSM**

SALARY : R744 255 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in Manufacturing environment of which 3 must be at Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.

DUTIES : Manage the Sub-directorate responsible for the Manufacturing Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice manufacturing sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSM"

POST 43/92 : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: AGRICULTURE REF NO: DD: SSSAGRIC**

SALARY : R744 255 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in the Agriculture environment of which 3 must be at Assistant Director Level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.

DUTIES : Manage the Sub-directorate responsible for the Agriculture Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice agriculture sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Communicate with stakeholders, clients, management &

- colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSAGRIC"
- POST 43/93** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: AUTOMOTIVE REF NO: DD: SSSATM**
- SALARY** : R744 255 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in the Automotive environment of which 3 must be at Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.
- DUTIES** : Manage the Sub-directorate responsible for the Automotive Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice automotive sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on 012 394 5286/3097
- NOTE** : Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSATM"
- POST 43/94** : **DEPUTY DIRECTOR: DIGITAL BUSINESS SUPPORT REF NO: DD: DBS**
- SALARY** : R744 255 per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA. 5 years' relevant experience in digital solutions / Digital Business / ICT Business Development environment of which 3 years must be at an Assistant Director level. Knowledge of Project Management Methodologies, ICT standards, policies and procedures, Digital Systems, ICT Systems Development processes. Knowledge of business process modelling and re-engineering, business systems analysis, enterprise systems development. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the Sub-directorate: Digital Business Support, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participate in key Digital Governance Structures and stakeholder forums. Provide transversal application management services to small businesses in collaboration with the internal ICT. Develop and maintain an in-depth and working knowledge of broadband networking technologies, services, standards, policies and market

trends in managing and maintaining e-commerce and digital business platform support systems. Identify and analyse trends of e-commerce and digital business to ensure delivery of best-in-class e-commerce content support services. Establish collaborative partnerships and provide technical support during the development of SMMEs in the ICT sector to develop software systems and applications conceptual projects to validate new architectures and solutions. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: DD: DBS”

POST 43/95 : **DEPUTY DIRECTOR: DIGITAL HUBS & INCUBATORS SUPPORT REF NO: DD: DH & IS**

SALARY : R744 255 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA. 5 years' relevant experience in digital solutions / Digital Business / ICT Business Development / Incubation environment/ Enterprise development programmes environment of which 3 must be at an Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis and Service Delivery Innovation.

DUTIES : Manage the Sub-directorate: Digital Hubs & Incubators support, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participating in key stakeholder forums. Develop and build relationships with funding organisations and manage the process of establishing linkages for entrepreneurs. Provide guidance, facilitate innovation and digital skills training for SMMEs in respect of commercialisation and access to digital hubs and incubators. Identify and analyse metrics to keep abreast with current market activities and emerging needs and trends. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: DD: DH & IS”

POST 43/96 : **DEPUTY DIRECTOR: SENIOR SOFTWARE ENGINEER REF NO: DD: SSWE**

SALARY : R744 255 per annum

CENTRE : Pretoria

REQUIREMENTS : Undergraduate Degree (NQF 7) in Software Engineering / Computer Science / Computer Programming and Analysis / Information Systems / Mathematics as recognised by SAQA. Minimum of 5 years' experience within software development utilising varying coding languages. Minimum of 5 years' experience working in any of the following SQL, MySQL and Relational database methodologies. Training in programming languages. Experience in Project Management and Postgraduate degree in Software Engineering/ Computer Science/ Computer Programming and Analysis / Information Systems / Mathematics will be considered an advantage. Have proven competencies: Communication (Verbal and Written), Systems Development Management, Strong leadership (building successful teams), Project Management, Organisational Capability Development, Collaboration, Agile and resilient.

DUTIES : Manage the Sub-directorate inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participating in key stakeholder forums. Manage the

development of software solutions. Conduct operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions. Manage the project team and operations to ensure integration and completion of related results. Provide strategic direction to the team through knowledge of the business needs and the tools required to manage development practices. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations at relevant committees/ workshops / information sessions. Advise management, lead complex discussions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSWE"

POST 43/97 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ASD: MA**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF7) in Accounting / Finance or related relevant field as recognised by SAQA. Minimum of 3 years supervisory experience in a Management Accounting environment. Practical experience in Microsoft Excel (Intermediate) and other MS Office packages, BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Advanced Excel will be added advantage. Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in government; Ability to work extended hours, when required; A valid driver's license. Have proven skills and competencies: Planning and Organisation; Ability to work under pressure; Good communication, interpersonal relations; Sound analytical, statistical and problem-solving skills; Creativity, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external clients; Strong leadership and management capabilities; Presentation and facilitation skills.

DUTIES : Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cashflow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cashflow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. Capture Budget and related transactions on BAS. Authorise funds from safety web system. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical related matters in respect of policies to ensure compliance with regulations. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: MA"

POST 43/98 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: ASD: SA**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree (NQF 7) in Accounting / Finance or related relevant field as recognised by SAQA. Minimum of 3 years supervisory experience in Salaries Administration environment. Practical experience in Microsoft Excel

(Intermediate) and other MS Office packages, BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Advanced Excel will be added advantage. Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Ability to work extended hours, when required. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills and Report writing.

DUTIES : Supervise capturing of payroll on the accounting system, quality assure all payroll transactions, and verify information for payroll certification. Authorise reimbursement transactions on the accounting system inclusive of but limited to: Approval of salary payments on PERSAL and BAS, Authorisation of payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) and verification of all HR advice submitted for manual payments, allowances, and deductions to finance for correctness before authorizing on the system. Prepare weekly and monthly BAS /PERSAL reconciliation. Ensure that salary recalls are processed, and interdepartmental claims and receivables are reconciled timeously. Manage performance, conduct and discipline of supervisees, allocate duties and quality control work delivered by supervisees. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on 012 394 5286/3097

NOTE : Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: SA"

POST 43/99 : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ASD: R&LEDC**

SALARY : R382 245 per annum
CENTRE : Pretoria

REQUIREMENTS : Undergraduate qualification (NQF7) Public Administration / Business Administration/ Business Management / Development Studies / Economics as recognised by SAQA. 3 years' experience at a Functional Specialist level in Regional and Local Economic Environment. Training in MS Office packages and Advanced Management Development Programme. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation and Networking.

DUTIES : Conduct research aimed at identifying key challenges, needs and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive but not limited to: strengthening the role of state entity in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: R&LEDC"

POST 43/100 : **TRAVEL COORDINATOR REF NO: TC**

SALARY : R261 372 per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree (NQF6/7) in Travel and Tourism/ Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management as recognised by SAQA. Post Graduate degree /Diploma Travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management would be added advantage. A minimum of 1-2 years relevant clerical/ administrative experience in Travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement/ Logistics and Purchasing Management Environment. Computer literacy with knowledge and experience of Microsoft office packages. Competencies: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Planning, Organising, Customer service orientated, Reporting and Bookings.
- DUTIES** : Coordinate all travel services inclusive but not limited to: Confirm availability of budget from the unit's requesting bookings, reconcile traveling bookings, track and follow-up on payments. Prepare monthly reports on travel. Maintain proper filing database. Communicate with stakeholders, clients, management & colleagues: travel documents to DSBD employees, interviewees and stakeholders (e.g. Flight ticket, transport voucher/ Accommodation voucher etc). Give advice on procedural and technical related matters in respect of travel policies and procedures to ensure compliance. Prepare information circulars to raise awareness on travel policy and procedures.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: TC"s

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 43/101</u>	:	<u>SECURITY OFFICER REF NO: CC01/10/22 (X6 POSTS)</u> Corporate Communication & Liaison
<u>SALARY</u>	:	R124 434 per annum (Level 03)
<u>CENTRE</u>	:	Centurion, Pretoria
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 397 7256/ 7240.
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001
<u>NOTE</u>	:	Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences

and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. External Advertisement of Posts for Appointment Purposes: Security Officer: Public Service Act, 1994 (Act No. 103 Of 1994): South African Police Service: Section: Corporate Communication and Liaison

- CLOSING DATE** : 25 November 2022 at 16:00
- POST 43/102** : **SECURITY OFFICER**
- SALARY CENTRE** : R124 434 per annum (Level 03)
 : HRDC Benoni, GP 28/11/22 (X2 Posts)
 : VCIU Benoni Ref No: GP 29/11/22 (X8 Posts)
 : PHO Parktown Ref No: GP 30/11/22 (X10 Posts)
 : HRDC JHB Ref No: GP 31/11/22 (X2 Posts)
 : HRDC Soweto Ref No: GP 32/11/22 (X2 Posts)
 : SVC Wynberg Ref No: GP 33/11/22 (X7 Posts)
 : VSS Booyens Ref No: GP 34/11/22 (X5 Posts)
 : HRDC Tshwane South Ref No: GP 35/11/22 (X2 Posts)
 : VSS Pretoria West Ref No: GP 36/11/22 (X3 Posts)
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring

- any deficiencies or problems with regard to security matters to the attention of senior security personnel.
- ENQUIRIES** : Lieutenant Colonel Henning Tel No: (011) 274-7913 / 7424 / 7423
- APPLICATIONS** : Applications may be hand-delivered, as follows:
 GP1/11/22 to GP5/11/22 and GP28/11/22 TO GP 29/11/22 2 (Ampere Road, Chloorkop, Kempton Park)
 GP6/11/22 to GP15/11/22 and GP 30/11/22 TO GP34/11/22 1 Ndaba Drive, Protea North;
 GP16/11/22 to GP 19/11/22 28 Quinlin Building, Merrymen Avenue (Opposite Absa Building)
 GP20/11/22 to GP24/11/22 and GP35/11/22 to GP36/11/22 (Pretoria Moot Saps, 586 17th Avenue, Pretoria Moot)
 GP25/11/22 to GP27/11/22 (Krugersdorp Saps, 118 Commissioner Street Krugersdorp)
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. External advertisement of posts for appointment purposes in terms of The Public Service Act, 1994 (Act No 103 Of 1994): 2022/2023 Financial Year.
- CLOSING DATE** : 25 November 2022 at 15:00
- POST 43/103** : **GENERAL WORKER**
- SALARY** : R104 073 per annum (Level 02)
- CENTRE** : Kwa Thema Ref No: GP 1/11/22
 Tembisa Ref No: GP 2/11/22
 Tembisa South Ref No: GP 3/11/22
 Bedfordview Ref No: GP 4/11/22
 Nigel Ref No: GP 5/11/22
 Sophia Town Ref No: GP 6/11/22 (X2 Posts)
 JHB Central Ref No: GP 7/11/22 (X2 Posts)
 Sandton Ref No: GP 8/11/22

Moroka Ref No: GP 9/11/22
Moffatview Ref No: GP 10/11/22
Eldorado Park Ref No: GP 11/11/22
Bramley Ref No: GP 12/11/22
Midrand 10111 Ref No: GP 13/11/22 (X2 Posts)
Crime Detection (Diepkloof): GP 14/11/22
Roodepoort ICTU Ref No: GP 15/11/22
Vanderbijlpark Ref No: GP 16/11/22
Sebokeng Ref No: GP 17/11/22
Vereeniging VCIU Ref No: GP 18/11/22
Vereeniging HRDC Ref No: GP 19/11/22
Ekangala Ref No: GP 20/11/22
Boschkop: GP 21/11/22
Dube Ref No: GP 22/11/22
Rietgat Ref No: GP 23/11/22
Erasmia Ref No: GP 24/11/22
Hekpoort Ref No: GP 25/11/22
Muldersdrift Ref No: GP 26/11/22
Tarlton Ref No: GP 27/11/22

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel Henning Tel No: (011) 274-7913 / 7424 / 7423

APPLICATIONS : Applications may be hand-delivered, as follows:
GP1/11/22 to GP5/11/22 and GP28/11/22 to GP 29/11/22 2 (Ampere Road, Chloorkop, Kempton Park)
GP6/11/22 to GP15/11/22 and GP 30/11/22 TO GP34/11/22 1 Ndaba Drive, Protea North;
GP16/11/22 to GP 19/11/22 28 Quinlin Building, Merrymen Avenue (Opposite Absa Building)
GP20/11/22 to GP24/11/22 and GP35/11/22 to GP36/11/22 (Pretoria Moot Saps, 586 17th Avenue, Pretoria Moot)
GP25/11/22 to GP27/11/22 (Krugersdorp Saps, 118 Commissioner Street Krugersdorp)

NOTE : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of

the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. External advertisement of posts for appointment purposes in terms of The Public Service Act, 1994 (Act No 103 Of 1994): 2022/2023 Financial Year

CLOSING DATE

:

25 November 2022 at 15:00

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 28 November 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

OTHER POST

- POST 43/104** : **DEPUTY DIRECTOR: TRADE IN SERVICES REF NO: TPN&C - 078**
Overview: To implement action programme intended to facilitate greater Trade in Services links.
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: A three-year National Diploma/B-Degree in Economics / Trade Law / International Relations. 3 – 5 years' relevant managerial experience in a Trade Negotiations, Trade Policy / Research environment. Skills/Knowledge: Experience in trade negotiations / trade law / trade policy. Experience in stakeholder management, communicating effectively and managing competing interests. Experience in undertaking analytical work helping with effective policy formulation and impact assessment and or experience in applied trade research using quantitative data and statistical / econometrics methods. Sound understanding of multilateral trade rules and functioning of the global trading system. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act. Willingness to travel. Proficient in MS Packages.
- DUTIES** : Provide technical support for negotiating international agreements on Trade in Services. Monitor developments in law, regulation and negotiations assessing implications arising for South Africa. Conduct research and provide inputs for Trade-in Service agreements related to trade and investment. Develop briefings and analysis ensuring that prescribed quality standards and delivery time frames are adhered to. Conduct statistical research to support negotiations and policy-making. Provide support to implement and manage the portfolio of approved trade in services related projects, programmes and priorities. Prepare and, or as required, contributes to the preparation of reports, papers and briefings and make oral presentations; prepare and contribute to the speeches and briefs for senior management; and respond to ad-hoc enquiries as appropriate. Provide support in coordinating stakeholder

ENQUIRIES

consultations. Build sound relations with stakeholders. Manage database of relevant stakeholders. Advance stakeholder awareness of trade in services. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building, Pretoria
- CLOSING DATE** : 02 December 2022
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 43/105** : **DEPUTY DIRECTOR: RISK OFFICER REF NO: 2022/22**
Office of the Director-General
(12 months contract)
- SALARY** : R744 255 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid drivers license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage business continuity function of the Department.
- ENQUIRIES** : Mr J Mashishi Tel No: (012) 334 4802

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.
- FOR ATTENTION** : Recruitment Unit, Room 4034
- CLOSING DATE** : 25 November 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 43/106** : **DEPUTY DIRECTOR: APPLICATIONS DEVELOPMENT REF NO: DOT/HRM/2022/100**
Branch: Integrated Transport Planning
Chief Directorate: Office of the CIO
Directorate: Business Systems
Sub-directorate – Applications development
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all salary inclusive package)
Pretoria
A recognized NQF level 6 in Information Technology, Computer Science. Project management certification and Business Analysis certification or equivalent is advantageous. 5 years relevant experience in the IT field of system development (SDLC) of which 3 years must be at junior management (Assistant Director) level in business analysis. Competencies: Extensive knowledge of different methodologies and tools applicable within Business analysis field. Analytical skills, proven quality focus in providing customer driven products, services and solutions. Strong business writing skills, communication and presentation skills. Conflict resolution and problem-solving skills. Must be willing to work overtime and do business travels. Must have driver's License.
- DUTIES** : Conduct business analysis activities and research in order to ensure that systems and solutions are developed and implemented to meet user

specifications. Improve business processes. Manage IT projects and IT contracts. Manage and control the sub directorate. Systems implementation. Participate in all system testing activities and oversee all change control procedures. Defining priorities and efficiency. Keep all work documentation updated. Provide regular feedback on task signed, both written and verbal feedback.

ENQUIRIES : Ms. Seipati Lottering Tel No: 012 309 3908
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 43/107 : **SENIOR IT TECHNICIAN REF NO: DOT/HRM/2022/101**
(Branch: Transport Information Systems)
(ICT Architecture & Operations)
(Directorate: ICT Infrastructure)
(Sub-directorate: LAN and Desktop Support)

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year National Diploma/Degree (NQF level 6) in Information Technology with a minimum of two (2) years' work experience. ITIL Framework, A+ and N+ certification will be advantageous. Note: The following will serve as recommendations: Knowledge of Microsoft Windows operating system, Active Directory, Microsoft Exchange and applications, Novell/Micro Focus applications, and installation and troubleshooting of software and hardware (e.g. Microsoft and Apple Mac). Knowledge of server virtualization and VLANs. Good customer care, verbal and written communication skills and technical skill. Valid driver's license.

DUTIES : The successful candidate will be responsible for: rendering IT support services to users and manage IT network in the Department. Rollout new systems and software. Maintain and make communication system (Networks LAN, WAN) available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organization. Liaise with users on their needs, requests and problems with regard to network services. Maintaining computer network and disaster recovery procedures. Ensure backups of information is made on a regular basis. Execute disaster recovery procedures as and when required. Installation, configuration and maintenance of desktops, laptops and printers. Installation and upgrading of operating system and applications. Provide advice on new technology. Investigate current computers and software, and compare with new trends. Perform IT advisory role to procurement of new equipment. Log calls to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

ENQUIRIES : Ms. Tsakani Kubayi Tel No: 012 309 3571
NOTE : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 43/108 : **SENIOR IT TECHNICIAN REF NO: DOT/HRM/2022/102**
(Branch: Transport Information Systems)
(ICT Architecture & Operations)
(Directorate: ICT Infrastructure)
(Sub-directorate: LAN and Desktop Support)

SALARY : R321 543 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : An appropriate three-year National Diploma/Degree (NQF level 6) in Information Technology with a minimum of two (2) years' work experience. ITIL Framework, A+ and N+ certification will be advantageous. Note: The following will serve as recommendations: Knowledge of Microsoft Windows operating system, Active Directory, Microsoft Exchange and applications, Novell/Micro Focus applications, and installation and troubleshooting of software and hardware (e.g. Microsoft and Apple Mac). Knowledge of server virtualization and VLANs. Good customer care, verbal and written communication skills and technical skill. Valid driver's license.

DUTIES : The successful candidate will be responsible for: rendering IT support services to users and manage IT network in the Department. Rollout new systems and software. Maintain and make communication system (Networks LAN, WAN)

available. Update new software when required and troubleshoot when faulty. Repair or replace faulty equipment or refer to service organization. Liaise with users on their needs, requests and problems with regard to network services. Maintaining computer network and disaster recovery procedures. Ensure backups of information is made on a regular basis. Execute disaster recovery procedures as and when required. Installation, configuration and maintenance of desktops, laptops and printers. Installation and upgrading of operating system and applications. Provide advice on new technology. Investigate current computers and software, and compare with new trends. Perform IT advisory role to procurement of new equipment. Log calls to the HEAT system and classify the call. Ensure that contractors deliver service correctly.

**ENQUIRIES
NOTE**

: Mr. Mkhululi Greva Tel No: 021 469 6919
 : Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

POST 43/109

: **OFFICE ADMINSTRATOR GRADE I REF NO: DOT/HRM/2022/103 (VARIOUS)**

**SALARY
CENTRE
REQUIREMENTS**

: R211 713 per annum (Level 06)
 : Pretoria
 : A recognized NQF level 06 qualification in Office Management / Public Administration with one (01) year' experience; or Grade 12 with four (04) years of relevant experience. An office administration and computer course certificate will serve as an advantage. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience of administration in supply chain management and finance processes as they relate to the administration of meetings, petty cash and procurement directives and procedures. Knowledge and experience of HR policies, project management and planning and organising. Strong organisational skills with specific reference to management of documents. Knowledge and experience of MS Office Suite and Outlook. Good communication skills (written and verbal). Ability to interpret directives. Ability and willingness to work extended hours as and when required.

DUTIES

: Provide secretarial and administrative support services to the Director's office; This will include, inter alia, entail the following; Establish and maintain an efficient administrative system for workflow coordination. Serve as nodal point for all directorate communication (Receive, direct and screen correspondence and telephone calls to relevant managers or sections). Diary management (Receive and reply to invitations, inform Director of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise and plan logistics for meetings (arrange venues, refreshments, equipment, copy relevant literature). Ensure safekeeping of all documentation in the office of the Director in line with relevant policies and legislation. Take minutes and ensure proper record keeping. Ensure strategic decisions taken in meetings are actioned timeously. Collate and prepare meeting packs for the Director. Organise refreshments for the Director, visitors and other stakeholders. Draft routine correspondence and reports as required (Send and receive faxes,, emails, receive and dispatch items and do photocopying). Administer travel arrangements for the chief directorate (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc). Create and maintain filing system (Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately). Management of office equipment such as: photocopiers, computers, shredders, etc. Serve as Chief User Clerk for the directorate (Procurement of standard items such as stationery, refreshments, etc. and understanding of government's cost containment measures) Keep and maintain a Leave Register Directorate. Keep circulars and relevant policies updated, as well as processes and procedures applicable for the office of the Director.

**ENQUIRIES
NOTE**

: Ms Neo Mogotlana Tel No: (012) 309 3912
 : Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male /Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	25 November 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 42 dated 04 November 2022, Chief Development Expert with Ref No: 181122/01 with a closing date of 18 November 2022 displayed an error on the requirements. The correct information is as follows: A three (3) year Degree in Financial Accounting, Management Accounting, Business Administration or Economics at NQF Level 7 and the closing date has been extended to 25 November 2022.

OTHER POSTS

<u>POST 43/110</u>	:	<u>ENGINEER PRODUCTION GRADE A - C REF NO: 251122/01 (X4 POSTS)</u> Branch: Infrastructure Management, Sub-Directorate: Open Channel Systems (This is a re-advertisement, applicants who have previously applied may re-apply)
<u>SALARY</u>	:	R728 829 – R1 106 814 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Summary: A Civil Engineering Degree (B.Eng / BSc.Eng) with three (3) years post qualification Engineering experience that is relevant to Water Engineering.

Compulsory registration with ECSA as a Professional Engineer. A valid unexpired driver's license is also needed as site visits and traveling for work forms part of the job description. Competency and experience on the implementation of civil engineering projects and design of hydraulic structures and water conveyance systems is essential. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance. Understanding of computer aided engineering applications. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

DUTIES

: Plan and design Civil Engineering projects. Develop tender specifications. Perform review and approvals or audits on engineering designs according to design principles, theories and standards. Supervise engineering work and processes. Optimising appropriate design and cost-effectiveness of Open Channel projects including risk management. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Manage resources; prepare and consolidate inputs for the facilitation of resource utilisation. Manage consulting engineers and or contractors, contract administration and resolution of claims. Mentoring and training candidate engineers and technicians. Managing administrative, financial and personnel related functions. Technical Work Description: SD: Open Channel Systems (OCS) is a technical Engineering design component that mainly focuses on the design- and rehabilitation of large-scaled bulk water conveyance infrastructure such as canals, inverted syphons, dam spillways, erosion protection, reject structures, energy dissipating structures and others. All infrastructure related to National Water Infrastructure may be included as part of our function with a focus on the design of bulk water conveyance systems. Designing of such systems introduces additional Engineering challenges which includes but is not limited to; the design service roads, sub-soil drains as well as the design of hydraulic structures, pump houses, chutes, retaining walls, embankments, bridges, super-passages, berms and boundary fences etc.. Engineering analysis such as; hydrology, flood line studies, structural analysis and slope stability analysis are all undertaken at SD: OCS. As stated above, a strong background in Water Engineering is essential while experience in Geotechnical Engineering, Structural Engineering & Project Management will be considered added benefits. Experience in the following computer aided design software packages will also be an added advantage; Hec-Ras, AutoCAD & AutoCAD Civil 3D, ArcGIS, Prokon and Slide etc. Production Engineers working at SD: OCS must be able to write high-quality technical reports so medium- to high report writing skills are essential. Consequently, competence in Microsoft Word as well as Microsoft Excel is of the utmost importance. Project Management as well as Contractual Management of construction projects, as the Engineer or Engineers' Representative, also forms part of the job description. Production Engineers are also tasked to review the work of their peers as well as manage and mentor juniors working with them on projects. SD: OCS is unique to other DWS Design components in that it manages and operates the Pretoria-West Hydraulics Laboratory. To explain briefly, SD: OCS works closely with SD: Dam Design to design, construct and test physical hydraulic models of dam spillways based on the theory of "Froude Similarity". Expectation: Production Engineers must be able to see a project through from start to finish (ECSA, 6 stages of a project). Our Engineers mostly work from the office but do travel to construction sites as and when required. Production Engineers are tasked to manage and train Candidate Engineers as well as other technical staff to produce deliverables such as; site visit reports, contractual letters and memorandums, minutes, programmes, costing reports, design reports, bill of quantities, specifications and produce drawings etc. SD: OCS seeks highly motivated, driven Engineers who can drive production by themselves and also work as part of a team.

ENQUIRIES
APPLICATIONS

: Mr. HH Luttig Tel No: 012 336 8095
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection Unit

POST 43/111 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 251122/02**
Branch: Infrastructure Management: Head Office

SALARY : R452 895 per annum, (all-inclusive OSD package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Computer added engineering applications. Must have no less than 3 years' experience in rehabilitation of conveyance systems, specifically in aspects of canals, pipeline, tunnels, pumpstations and reservoirs. Provide and manage technical advisory services and support by applying engineering principles and techniques to address engineering challenges through research. Programme, project management, technical design analysis, research and development. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder engagement. Computer added engineering implications, technical report writing, problem solving and analysis. Decision making, creativity, customer focus and responsiveness. Good communication skills both (verbal and written). Planning, organizing and report writing skills. Ability to work independently as well as sound interpersonal skills. Willingness to work above normal working hours and under pressure as well as to travel country wide.

DUTIES : Manage technological advisory services. Provide technological support to engineers and associated professionals in the field. Responsible for project management of conveyance system rehabilitation projects from inception to Close-out stage. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawing and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs into technological and related personnel and assets. Research and development. Continuous professional development to keep up with new technologies and procedures. Research or literature studies on engineering technology to improve expertise and to liaise with relevant bodies, councils on engineering related matters.

ENQUIRIES : Ms N Hlatini Tel No: 012 336 8235
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman.

FOR ATTENTION : Planning, Recruitment and Selection Unit.

POST 43/112 : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C (WTE) REF NO: 251122/03 (X2 POSTS)**
Branch: Provincial Coordination and International Cooperation: Mpumalanga

SALARY : R276 831 – R480 678 per annum, (all-inclusive OSD package)
CENTRE : Lydenburg & Bronkhorstspuit
REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in any one of the following fields: Earth Science, Environmental Sciences, Water Care or Engineering. Relevant experience in environmental and water management field, waste management, industries, rural and urban development. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking and networking skills. Knowledge of Human Resource Policies. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. A valid unexpired driver's licence. Good communication (verbal and written), presentation and report writing skills. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

- DUTIES** : Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Olifant's Water Management area. Liaise with stakeholders in the Water Sector and other government departments. Serve on various committees. Undertake water resource monitoring and special investigations. Manage water quality in designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water Use License Applications in Water Management Areas.
- ENQUIRIES** : Mr. Macevele S, Tel No: (013) 932 2061/ Ms FM Mkhwanazi, Tel No: 013 759 7515 / Ms PC Ngwamba, Tel No: 013 759 7446 / Mr SG Nkosi, Tel No: 013 759 7335
- APPLICATIONS** : Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms F Mkhwanazi

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

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23: 59 on the closing date. Please take note, No Hand Delivered/Emailed Applications will be allowed as The Department Is Currently Using E-Recruitment System.
- CLOSING DATE** : 25 November 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Simphiwe.Mgudlwa@ectransport.gov.za and not as specified – your application will be regarded as lost and will not be considered.

MANAGEMENT ECHELON

- POST 43/113** : **DIRECTOR: COMMUNICATION REF NO: DOT 01/10/2022**
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (annual salary range), (An all – inclusive remuneration package)
- CENTRE** : Head Office-KWT

<u>REQUIREMENTS</u>	:	National Senior Certificate. B. Degree (NQF level 7) as recognized by SAQA in Communication/Public Relations/ Journalism. 5 years' relevant experience at Middle Management level in the Communication environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	The provision of effective external communication and Media liaison support. The promotion of access to information (content gathering, production and dissemination) as well as public liaison and events Management. Develop and maintain the departmental website. The provision of effective internal communication, publication and photo journalism services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

OTHER POSTS

<u>POST 43/114</u>	:	<u>DISTRICT ROADS ENGINEER-DRE (CHIEF ENGINEER) GR A REF NO: DOT 02/10/2022</u>
<u>SALARY</u>	:	R1 058 469 – R1 210 251 per annum, (OSD), (annual salary range), (an all – inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Amathole National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Eastern Cape Roads Act, Roads and Ribbon Development Act, Roads Maintenance Manuals, Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on

investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458

NOTE : E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 43/115 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOT 03/10/2022**

SALARY CENTRE REQUIREMENTS : R382 245 - R450 255 per annum (Level 09)
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Human Resource Management /Labour Relations. 3-5 years supervisory experience (SL 7/8) in Labour Relations Environment. A Valid Driver's License. Knowledge: Labour Relations Act, 66 of 1995. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Employment Equity Act, 55 1998. Public Finance Management Act, 1999. Promotion of Access to Information Act, 2 of 2000. Skills Development Act, 97 of 1998. HR management principles. Strategic management principles. Performance management principles. Report writing. Stakeholder and customer relationship management principles. OHS.

DUTIES : Provide technical support in the management of misconduct Cases: Investigate departmental misconducts. Formulate charges. Arrange for disciplinary hearings. Arrange for presiding official. Obtain report on hearing. Submit findings of hearing for sanctioning of actions. Inform employee and implement final resolution. Provide technical support in the management of dispute resolution and grievance process: Receive complaints before they become grievances and investigate complaints and mediate between the two parties. Receive, record grievances and provide administrative support to the grievance procedure. Provide technical advice to both the employer and employee for conciliation in dispute resolution. Facilitate and administer the process of arbitration between an employer and an employee. Resolve grievances through interviews, discussions and explanations. Submit outcome for final approval and implementation. Educate employees on the grievance procedure and administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings and prepare documentation for arbitration and conciliation cases. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets allocated to the post holder.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE

: In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

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

CLOSING DATE : 02 December 2022

NOTE : Applications must be submitted on new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.” Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG’s website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. 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 recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 43/116 : **CHIEF EXECUTIVE OFFICER REF NO: H/H/14**
Re-Advertisement (Those who previously applied are encouraged to apply)

SALARY : R1 269 951 – R1 518 396 per annum (Level 14), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein

REQUIREMENTS : Matric plus an undergraduate qualification NQF Level 7 and NQF 8) in a clinical related field as recognized by SAQA. A post graduate degree/diploma in management. A minimum 5 years Senior Management experience in the health Sector Management environment. Unendorsed Valid Driver’s license.

Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Recommendation: Registration with the relevant statutory body will be an added advantage. Postgraduate qualification or equivalent qualification majoring in Hospital Management/ Health Systems. Extensive experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial, resource mobilisation, monitoring and evaluation and asset and risk management. Hospital Operations Management: Ensure hospital operations support systems and processes are in place to support clinical operations. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institutions risk to ensure optimal achievement of health outcomes

ENQUIRIES

: Mr. RPG Marohanye Tel No: (051) 408 1846

APPLICATIONS

: To: Acting Director: HRM & Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

POST 43/117

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND PLANNING REF NO: H/D/43**

SALARY

: R1 073 187 – R1 264 176 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).

CENTRE

: Corporate Office, Bloemfontein

REQUIREMENTS

: Matric, plus an undergraduate qualification in Human Resource Management / Public Management/ Administration / Industrial Psychology / or related equivalent field at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at Senior Management/ middle management level. Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Extensive experience in Human Resource Management environment. Valid driver's license and willingness to travel and work extended hours or on call. Knowledge and Skills. Knowledge of the

(PSR). Knowledge of Public Service Regulatory Frameworks relevant to Human Resource Management and Planning, e.g. Public Service Act (PSA), Public Service Regulations (PSR), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Skill Development Act, Public Finance Management Act (PFMA), National Health Act, Provincial Health Act, Free State Hospitals Act, Free State Nursing Education Act, National Development Plan. Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework. Client orientation and customer focus. People management and empowerment. Financial and knowledge management. Programme and project management. Accountability, change and knowledge management. Conflict management and resolution. Business continuity and time management, Problem Solving and analysis. Planning, Organizing, Leading & Co-ordination skills. Time Management. Strategic Planning. Policy analysis and development. Good Communication and interpersonal skills. Report writing skills. Presentation and Facilitation skills. Leadership skills. Negotiation skills. Influencing and networking skills. Coaching and mentoring, Conflict management. Computer literacy.

DUTIES : The successful candidate will be responsible for, amongst others, the following: Lead and direct the development of human resources strategies and initiatives aligned with the overall business strategy. Manage and monitor the performance of the Directorate. Manage the provision of human administration services, human resource planning and employment equity, Organizational Development and Change Management, Performance Management and implement strategic objectives and innovation within the Directorate. Ensure effective governance and compliance with relevant prescripts. Manage and monitor the resources (Human/ Finance/ Equipment/ Assets) within the Directorate.

ENQUIRIES : Me MA Mofubelu Tel No: (051 408 1562/1752)
APPLICATIONS : To: Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me. RD Stallenberg

OTHER POSTS

POST 43/118 : **MEDICAL SPECIALIST GRADE 1-3 (PSYCHIATRY) REF NO: H/M/48**

SALARY : Grade 1: R1 122 630 per annum
 Grade 2: R1 283 592 per annum
 Grade 3: R1 489 665 per annum
 All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements (OSD)

CENTRE : Boitumelo Regional Hospital: Kroonstad
REQUIREMENTS : MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with

external stakeholders where appropriate and always maintain Professional and Ethical conduct.

ENQUIRIES : Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200

APPLICATIONS : To the CEO: Boitumelo Regional Hospital Private Bag X47, Kroonstad, 9499.
Hand delivery to: Boitumelo Regional Hospital hand deliver

FOR ATTENTION : Ms DS Mtimkulu

POST 43/119 : **PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1: REF NO: H/P/50**

SALARY : R1 040 697 - R1 155 006 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum. (OSD)

CENTRE : Free State Psychiatric Complex: Forensic Units

REQUIREMENTS : Master's Degree in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Current Registration for 2022/2023 Knowledge and Skills: Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of the Orthotic and Prosthetic Centers and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises.

DUTIES : Provide a comprehensive strategic and operational leadership and management of Orthotic and Prosthetic service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, and Procedures. Ensure comprehensive Clinical Governance of O&P services, including the development and implementation of clinical protocols, Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability.

ENQUIRIES : Mr JM Mokgatle Tel No: (051) 408 1504/1

APPLICATIONS : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 43/120 : **CHIEF EXECUTIVE OFFICE REF NO: H/C/43 (X5 POSTS)**
Re-Advertisement (Those who previously applied need not to re-apply)

SALARY : R869 007 per annum, all -inclusive package consists of 76% basic salary and 24% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Katlheho/ Winburg Hospital Complex: Ref No: H/C36
Dr JS Moroka District Hospital: Ref No: H/C 37
Tokollo/ Mafube Complex Hospital: Ref No: H/C 38
Elizabeth Ross District Hospital: Ref No: H/C39
Senorita Ntlabathi District Hospital: Ref No: H/C40

REQUIREMENTS : Matric, an undergraduate qualification in Management or related Health/ Medical Sciences field at NQF 6 as recognized by SAQA. Minimum of 3 year's

functional experience in middle management (Deputy Director Level) or junior management Assistant Director Level). A valid driver's license. Knowledge And Skills: Public Finance Management, Treasury Regulations 16, Public Service Act, Public Service Regulations, Financial Management Act, SCM Procedure, Health Act, Labour Relations Act, Management of Health Information, Occupational Health and Safety Act. Skills : Proficiency in project appraisal, Proficiency in project management, Strategic capacity and leadership, Good negotiating and influencing skills, Honesty, integrity and ethics, Initiatives, Negotiation, Computer Literacy, Financial Management, Time Management, Strategic Orientation, Financial Management, Policy Development and Management, Project Management, Service delivery innovation, Client Service Orientation, Concern for Quality and Order, Effective Communication, Emotional Intelligent, Networking and Influencing, Problem Solving and Analysis, Resilience, Valuing Diversity, Vision and Purpose.

DUTIES : Ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations, human resource management and people development, hospital management and planning, corporate governance, procurement and the management of equipment and facilities. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspect of patient care and ensure high standards of patient care. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care.

ENQUIRIES :
APPLICATIONS : Dr GM London Tel No: (051 408 1571)
 : To the Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein

FOR ATTENTION : Me. R Stellenberg

POST 43/121 : **CLINICAL PSYCHOLOGIST (GRADE 1- 3): REF NO: H/C/35**

SALARY : Grade 1: R724 062 - R796 041 per annum
 : Grade 2: R844 884 - R937 704 per annum
 : Grade 3: R980 529 - R1 155 006 per annum
 : (All –inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum excluding Commuted Overtime and Rural Allowance.

CENTRE : Boitumelo Regional Hospital: Kroonstad
REQUIREMENTS : Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Current registration for 2022/2023. Knowledge And Skills: Physical fitness. Ability to work under pressure. Computer literacy.

DUTIES : Render clinical psychological services within the hospital. Ability to function within rehabilitative settings working together with other clinical staff through observations, interviews and test to diagnose any existing or potential disorders to both in and outpatients. Development and supervision of mental health programs. Assess, treat rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Use research-based evidence to improve mental health services. Work within multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide interventions. Knowledge of legislation in governing psychological services and mental. Perform all other duties that are delegated by supervisor/manger.

ENQUIRIES : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
APPLICATIONS : To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.
 : Hand delivery to: Boitumelo Regional Hospital hand deliver

FOR ATTENTION : HR Manager Me. DS Mtinkulu

POST 43/122 : **OPERATIONAL MANAGER NURSING PNB3: REF NO: H/O/16**

SALARY : R571 242 - R662 223 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Winburg District Hospital
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as

Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery and Neonatology Nursing Science qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Valid driver's license Knowledge and Skills: An additional post basic qualification of one-year duration. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Experience in Ideal Hospital Components. Management of information. Good Interpersonal and communication skills. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed the professional scope of practice and standard. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Act as a shift leader in maternity ward. Ensure that comprehensive nursing treatment and care is delivered to patients in cost effective, efficient and equitable manner by the Specialty Unit. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within in the set standards and professional/legal framework. Provision of effective support Nursing Service. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES APPLICATIONS : Me. SR Matsuma Tel No: (051) 8810 046 / 082 9044 228
 : To: CEO Winburg District Hospital, Private Bag x2, Winburg, 9420 or hand deliver.

FOR ATTENTION : Mr. D.M. Moekoa

POST 43/123 : **OPERATIONAL MANAGER MATERNITY HIGH RISK: (PNB3) REF NO: H/O/17**

SALARY : R571 242 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital, Bloemfontein
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC) (2022/2023). A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health program. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity High Risk and Neonatal ICU. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.

ENQUIRIES APPLICATIONS : Me B E Molisapoli Tel No: (051) 405 3415/17
 : To: The Chief Executive Officer, Universitas Hospital. Private Bag X20660, Bloemfontein, 9300 OR hand deliver @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms D Duiker

POST 43/124 : **OPERATIONAL MANAGER MATERNITY: (PNB3) REF NO: H/O/20**

SALARY : R571 242 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Albert Nzula District Hospital: Tromsburg
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC) (2022/2023). Knowledge And Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships. Management abilities or experience. Post basic Diploma in Health Care Management will be an added advantage.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Promote quality of nursing care as directed by the professional scope of practice and standards. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Participate and implement training, as well as Information management. Knowledge of the Nursing Strategy implementation. Management of Maternity and neonatal department.

ENQUIRIES APPLICATIONS : Me B E Motloheloa Tel No: (051) 4922 176
: To: The Chief Executive Officer, Albert Nzula District Hospital. Private Bag X2, Trompsburg 9913, 22 Louw Street hand deliver

FOR ATTENTION : Mr TGE Finger

POST 43/125 : **OPERATIONAL MANAGER (PNB3) REF NO: H/C/30 (X2 POSTS)**

SALARY : R571 242 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Mangaung Metro District Health Services: Bloemfontein
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC) (2022/2023). A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health program. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

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

ENQUIRIES APPLICATIONS : Mr WA Maletle Tel No: (051) 271 0111
: To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein,9300 or hand deliver.

FOR ATTENTION : Mr TA Mokoqo

POST 43/126 : **CLINICAL PROGRAM COORDINATOR-QUALITY ASSURANCE: PNA5 REF NO: H/C/41**

SALARY : R450 939 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : J.D Newberry District Hospital
: Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2022/2023). Knowledge and Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Computer Literacy.

DUTIES : Coordinate and promote implementation of Quality Assurance, continuous monitoring and evaluation NCS. Conduct annual assessment. Develop and monitor Quality Improvement Plan. Maintain standards and norms of Nursing practices to promote the health care status of health care users. Ensure the implementation and manage and utilize resources in accordance with relevant directives and legislations. Plan and facilitates in-service training on complaints, patient's safety and risk management.

ENQUIRIES APPLICATIONS : Me NI Pule Tel No: 051 943 0433
: To: The CEO – JD Newberry District Hospital, Private Bag X07, Clocolan, 9735 OR hand delivered at, JD Newberry District Hospital No 88 Second Street South Clocolan, 9735

FOR ATTENTION : Dr LS Mofokeng

POST 43/127 : **CLINICAL PROGRAM COORDINATOR PNA-5 (OCCUPATIONAL HEALTH & SAFETY) REF NO: H/C/42**

SALARY : R450 939 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : J.D Newberry District Hospital
: Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2022/2023). Knowledge And Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Computer Literacy.

DUTIES : Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner in a Unit. Ensure compliance to professional and ethical practice. Obtain quality data on health information from Section to inform managerial decision making at all levels in the District Health Services (DHS) Capture Health Information into Soft System in the facility/district to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making and planning and compliance with the Health Act 2003 Section 74. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients and employees. Maintain a filing system according to the Information Act and according to financial years. Implement preventative measures to reduce or control the spread of infections under employees.

ENQUIRIES APPLICATIONS : Me NI Pule Tel No: 051 943 0433
: To: The CEO – JD Newberry District Hospital. Private Bag X07, Clocolan, 9735 OR hand delivered at, JD Newberry District Hospital No 88 Second Street South Clocolan, 9735

FOR ATTENTION : Dr LS Mofokeng

POST 43/128 : **CLINICAL NURSE PRACTITIONER (PNB-1-PNB2) RE NO: H/C/31 (X16 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R548 404 – R588 390 per annum
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Mangaung Metro District Health Services: Bloemfontein
 : Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Experience/Exposure of working in a Primary Health Care setting. Computer literacy. Good understanding/exposure to Priority health programs. Willingness to work extended hours and endure pressure. Knowledge of quality health assurance program including Ideal Clinic Realization model.

DUTIES : Provision of optimal, holistic specialized nursing care within the professional/ legal framework. Provision of safe patient care and environment. Adherence to Nursing care standard and procedures. Compliance to quality health care standards and maintenance of accurate patient records and safe keeping. Effective utilization of resources: management of stock and equipment's in accordance with clinical and economic imperatives. Provision of quality nursing services within the Mangaung health district.

ENQUIRIES APPLICATIONS : Mr WA Maletle Tel No: (051) 271 0111
 : To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein,9300 or hand deliver.

FOR ATTENTION : Mr TA Mokoqo

POST 43/129 : **CLINICAL NURSE PRACTITIONER (PNB-1-PNB2) REF NO: H/C/32 (X5 POSTS)**

SALARY : Grade 1: R388 974 – R 450 939 per annum
 : Grade 2: R548 404 – R 588 390 per annum
 : Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Mangaung Metro District Health Services: Bloemfontein
 : Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Experience/Exposure of working in a Primary Health Care setting. Computer literacy. Good understanding/exposure to Priority health programs. Willingness to work extended hours and endure pressure. Knowledge of quality health assurance program including Ideal Clinic Realization model.

DUTIES : Provision of optimal, holistic specialized nursing care within the professional/ legal framework. Provision of safe patient care and environment. Adherence to Nursing care standard and procedures. Compliance to quality health care standards and maintenance of accurate patient records and safe keeping. Effective utilization of resources: management of stock and equipment's in accordance with clinical and economic imperatives. Provision of quality nursing services within the Mangaung health district.

ENQUIRIES APPLICATIONS : Mr WA Maletle, Tel No: (051 271 0111)
 : To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein,9300 or hand deliver.

FOR ATTENTION : Mr TA Mokoqo

POST 43/130 : **CLINICAL NURSE PRACTITIONER MATERNITY (PNB-1-PNB2) REF NO: H/C/33 (X2 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
 : Grade 2: R548 404 – R588 390 per annum
 : Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Albert Nzula District Hospital: TROMSBURG
 : Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. A minimum of 4 years

appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Maternity experience will be an added advantage. Good communication skills. Ability to work under pressure. Good interpersonal relations. Computer skills.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner of the specialized unit. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards of professional/ legal framework. Basic understanding of HR and Financial policies and practices. Provision of effective support to Operational manager. Participation in training and information management. Act as a shift leader in the unit.

ENQUIRIES APPLICATIONS : Me B E Motloheloa Tel No: (051) 4922 176
: To: The Chief Executive Officer, Albert Nzula District Hospital, Private Bag X2, Trompsburg 9913 22 Louw Street hand deliver.

FOR ATTENTION : Mr TGE Finger

POST 43/131 : **CLINICAL NURSE PRACTITIONER TRAUMA (PNB-1-PNB2): REF NO: H/C/34**

SALARY : Grade 1: R388 974 – R 450 939 per annum
Grade 2: R548 404 – R588 390 per annum
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Albert Nzula District Hospital: Tromsburg
: Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Trauma with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Trauma/Emergency experience will be an added advantage. Good communication skills. Ability to work under pressure. Good interpersonal relations. Computer skills.

DUTIES : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement knowledge and skills in managing trauma patients. Participate in the implementation of service delivery policies and procedures. Manage effectively the utilizing and supervision of Resources. Provide Training and implementation of information management. Knowledge of Ideal Hospital framework. Knowledge of the Nursing strategy implementation.

ENQUIRIES APPLICATIONS : Me B E Motloheloa Tel No: (051) 4922 176
: To: The Chief Executive Officer, Albert Nzula District Hospital, Private Bag X2, Trompsburg 9913 22 Louw Street hand deliver

FOR ATTENTION : Mr TGE Finger

POST 43/132 : **PNB1 ORTHOPEDIC (PNB-1-PNB2): REF NO: H/P/52**

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R548 404 – R588 390 per annum
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Boitumelo Regional Hospital: Kroonstad
: Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Orthopedic Nursing Science with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display

		concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
<u>APPLICATIONS</u>	:	To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.
<u>FOR ATTENTION</u>	:	Hand delivery to: Boitumelo Regional Hospital hand deliver Ms. ML November
<u>POST 43/133</u>	:	<u>PNB1 ACCIDENT & EMERGENCY (PNB-1-PNB2): REF NO: H/P/53</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R548 404 – R588 390 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Boitumelo Regional Hospital: Kroonstad
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Trauma with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
<u>APPLICATIONS</u>	:	To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.
<u>FOR ATTENTION</u>	:	Hand delivery to: Boitumelo Regional Hospital hand deliver Ms. ML November
<u>POST 43/134</u>	:	<u>PNB1 THEATRE (PNB-1-PNB2): REF NO: H/P/54</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R548 404 – R588 390 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Boitumelo Regional Hospital: Kroonstad
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
<u>APPLICATIONS</u>	:	To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.
<u>FOR ATTENTION</u>	:	Hand delivery to: Boitumelo Regional Hospital hand deliver. Ms. ML November
<u>POST 43/135</u>	:	<u>PNB1 ICU (PNB-1-PNB2): REF NO: H/P/55</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R548 404 – R588 390 per annum

		Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad
	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Intensive Care with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
	:	To the CEO: Boitumelo Regional Hospital Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver
<u>FOR ATTENTION</u>	:	Ms. ML November
<u>POST 43/136</u>	:	<u>PNB1 MATERNITY (PNB-1-PNB2): REF NO: H/P/56</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R548 404 – R588 390 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad
	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
	:	To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver
<u>FOR ATTENTION</u>	:	Ms. ML November
<u>POST 43/137</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1-PNB2: REF NO: H/P/48</u>
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 – R588 390 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Winburg District Hospital
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Current Registration for 2022/2023 Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable

experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge and Skills Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in cost effective, efficient and equitable manner by the Specialty Unit. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within in the set standards and professional/legal framework. Provision of effective support Nursing Service. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Me. SR Matsuma Tel No: (051) 8810 046 / 082 9044 228
APPLICATIONS : To: CEO Winburg District Hospital, Private Bag x2, Winburg, 9420 or hand deliver

FOR ATTENTION : Mr. D.M. Moekoa

POST 43/138 : **ASSISTANT DIRECTOR: HR ADMIN REF NO: H/A/42**
 Human Resource Directorate: Corporate Office

SALARY : R382 245 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Bloemfontein
REQUIREMENTS : A three-year Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Industrial Psychology/Public Management plus 3-5 years' functional experience of which 3 years must be supervisory level. Extensive PERSAL Training. Proven computer literacy. Valid driver's license. Knowledge And Skills: Public Service Act, 1994 (as amended), Public Service Regulations, 2016 (as amended). Employment Equity Act, 1998 (Act No 55 of 199, Labour Relations Act, 1995 (Act No 66 of 1995), Basic Conditions of Employment Act, 1997 (Act No 75 of 1997), Skills Development act (Act No 97 of 1998). Knowledge and understanding of Human Resource Management environment. Management of resources. Knowledge of Policies/implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge of the Persal System. Communication and interpersonal skills, Problem solving Skills. Computer skills.

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits. (Leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension, allowance etc.) HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualification, secretariat functions at interviews, absorptions, probationary periods etc.) Address human resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departments/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislations. Provide inputs on the development/ amendments of Human Resource Management Policies/practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Management of resources.

ENQUIRIES : Mr. AZG Bebula Tel No: (051) 408 1883
APPLICATIONS : To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

<u>POST 43/139</u>	:	<u>DIAGNOSTIC RADIOGRAPHER: GRADE 1-3: REF NO: H/D/42</u>
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum Grade 2: R378 402 - R432 684 per annum Grade 3: R445 752 - R540 954 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad Degree/ Diploma in Radiography. Registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration 2022/2023. Grade 1: A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade 2: A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Provide outreach, in-reach and Support service, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoh OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Diagnostic Radiology/ Head of Clinical Services. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200
<u>APPLICATIONS FOR ATTENTION</u>	:	To the CEO: Boitumelo Regional Hospital Private Bag X47 Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver Ms. ML November
<u>POST 43/140</u>	:	<u>RADIOGRAPHER: GRADE 1-3: REF NO: H/R/15</u>
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum Grade 2: R378 402 - R432 684 per annum Grade 3: R445 752 - R540 954 per annum Plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad Degree/ Diploma in Radiography. Registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration 2022/2023. Grade 1: A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Grade 2: A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Grade 3: A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge And Skills: Analytical skills. Computer literacy.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose. Explain procedures to patients, prepare patient for imaging, assist and position patient for imaging. Practice radiation protection to minimize radiation dose to staff, patient and general public. Establish LMC status of female patients, adhere to radiation safety standards. Exercise clinical responsibility to ensure optimal diagnostic imaging. Interpret clinical history of patients to determine the correct procedure.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	ASD Radiographer: Rapuleng LL Tel No: 056 216 5200 To the CEO: Boitumelo Regional Hospital Private Bag X47 Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver Me DS Mtimkulu
<u>POST 43/141</u>	:	<u>MONITORING AND EVALUATION OFFICER REF NO: H/M/49</u> Regional Training Centre (HRD), Corporate Office
<u>SALARY</u>	:	R261 372 - R307 890 per annum, plus 13 th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bloemfontein

REQUIREMENTS : Matric, Diploma / Degree (NQF 6/7), plus 3 years' experience in Monitoring & Evaluation environment, Driver's License Knowledge And Skills: Knowledge: monitoring and evaluation process, clinical programs, data collection, analysis and presentation, Report Writing, Analytical, Presentation, Research methodology, Communication Skills (verbal & written), advanced computer skills.

DUTIES : Assist in planning and implementation of monitoring of all training interventions implemented through RTC. Coordinate collection, verification, quality check and capturing of training data for RTC. Analyze training data, feedback from participants, and prepare high level reports and presentations for various stakeholders. Conduct monitoring and evaluation on training to assess implementation of skills and impact on health outcomes. Provide inputs on development of monitoring tools.

ENQUIRIES APPLICATIONS : Me. M Lephuthing Tel No: 051 408 1575
: To: The Acting Director: HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me R Stellenberg

POST 43/142 : **PERSONAL ASSISTANT: REF NO: H/P/57**
Strategic Health Programme, Corporate Office

SALARY : R261 372 - R307 890 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Bloemfontein
: A relevant 3-year tertiary qualification in Office Management and Administration, plus 3 years' functional experience. Knowledge And Skills: Ability to work under pressure. Presentation skills. Sound inter personal skills. Knowledge of SANC regulations and prescripts in relation to Nursing education.

DUTIES : Facilitate the smooth running of the Chief Director's office. Facilitate the availability of all the records at all times. Asses incoming work and distribute where it is required. Type correspondence delegated to by the Chief Director and manage the resources of the Chief Director. Digital and manual filing of documents, preparation, recording and submission of the Principals claims to the approving authority. Procurement of all office suppliers including but not limited to refreshments and food service items, arrangement of travel booking for the Chief Director. Arrange and booking of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings. Arrange and liaise meetings and correspondence between the offices of the Chief Director.

ENQUIRIES APPLICATIONS : Me. Ramodula Tel No: 051 408 1157
: To: The Acting Director: HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me R Stellenberg

POST 43/143 : **PROFESSIONAL NURSE GRADE 1 - 3 (PNA2- PNA4): REF NO: H/P/51**
Mangaung Metro District Health Services

SALARY : Grade 1: PNA2: R260 760 - R302 292 per annum
Grade 2: PN-A3: R320 703 - R368 307 per annum
Grade 3: PN-A4: R388 974 - R492 756 per annum
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Bloemfontein
: **Grade 1:** Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Current registration with the South African Nursing Council (SANC). Registration with the SANC as a Professional Nurse Experience: None after Registration with the SANC as a Professional Nurse. Current registration with SANC (2022/2023). A valid driver's license **Grade 2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Current registration with the South African Nursing Council (SANC). Registration with the SANC as a Professional Nurse Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Current registration with SANC (2022/2023). A

valid driver's license **Grade 3:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the SANC as a Professional Nurse Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills. Commitment. Professionalism. Loyal and confident Computer literate. Time management and team player.

DUTIES

: Monitor manage and coordinate TB/HIV in the facility. Provide In-service training, mentoring and supporting subordinates to execute their function efficiently and effectively Implementation of HIV/AIDS and TB services according to guidelines. Ability to prepare reports on monthly basis. Implement Ideal Hospital frame work, management of complains and patient safety incidents and other protocols in line with National and Provincial strategies. Observe and comply with record management policy. Comply with DHIS policy: ensure proper use analysis of data collected and monitor that appropriate client's follow-ups are done. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant professional body. Monitor that clients requiring services accordingly (e.g social worker) Monitor health promotion in HIV/AIDS & TB is strengthened. Ensure proper documentation and completion of TB/HIV stationary.

ENQUIRIES APPLICATIONS

: Ms. Tshabalala PM Tel No: (058) 853 5436
 : To: District Director: Tokollo Hospital, Private Bag X8, Heilbron, 9650 or hand deliver.

FOR ATTENTION

: Me Tshabalala PM

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS

: Applications for the Department of Human Settlements to be submitted to: Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE NOTE

: 30 November 2022 Time: 16H00
 : Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will be subjected to criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted

MANAGEMENT ECHELON

<u>POST 43/144</u>	:	<u>DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 5/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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 assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of six years' experience in budgeting and financial management environment and at least 3 years' experience in Middle Management Services (MMS). Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's licence. Pre – Entry certificate for the Senior Management Service (SMS) is compulsory.
<u>DUTIES</u>	:	To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the Department. To compile and maintain the Departmental budget. To ensure that main and adjusted budget of the Department is captured in accordance with the vote. To ensure advice, monitor and implement structures on the financial systems. To ensure that sound financial and budgetary controls are in place. To ensure accurate and complete reporting of unauthorized, irregular, fruitless and wasteful expenditure. To facilitate grant payments. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To ensure compliance with all reporting requirements in terms of DORA, PFMA and its Regulations. To evaluate financial information and advice the CFO and the HOD.
<u>ENQUIRIES</u>	:	Ms K.E Moaholi Tel No: 051 405 5618

OTHER POSTS

<u>POST 43/145</u>	:	<u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: HS 6/2022</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and 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 assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of six years' experience in budgeting and financial management environment at least 4 years' experience in the Assistant Director Position. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license.
<u>DUTIES</u>	:	Advice and assist Management in the Department by planning, managing, coordinating and/or perform the following functions: Ensure that the department complies with all legislation, instruction notes and policies related to budget management. Advice the Head of the Department (HOD) and Chief

Financial Officer (CFO) on the compilation and administration of the department's budget in line with Treasury and Legislative requirements. Advise, monitor and implement structures related to financial systems of department. Manage and report on the monthly cash flow of the department in line with spending trends. Compilation of all reports in terms of the legislation. Ensure that corrective measures are taken to improve budget spending in the department and timeously alert the CFO if spending is not in accordance with planned spending. Evaluate and analyses financial information and advice the CFO and HOD on such matters. Monitor, report and advice on all budget related matters in terms of the Auditor-General reports. Develop and ensure the effective implementation of the Department's management accounting policies, strategies and practice notes. Manage and plan all resources of the sub-directorate.

ENQUIRIES : Ms K.E Moahloli Tel No: 051 405 5618

DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION

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 : Department of Sport, Arts Culture and Recreation, Attention Recruitment Division - Human Resource Management , Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Zana Building, Corner of Hill and Henry Street, Bloemfontein.

CLOSING DATE : 25 November 2022

NOTE : Applications must be submitted on the application for employment form (Z.83) and must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form quoting the relevant reference number. Z83 is obtainable from any Public Service Department or in the internet at www.gov.za/documents. It is therefore prudent that all fields must be completed in full and applicants are not required to submit copies of qualifications and other relevant documents on the applications but must submit the Z83 and a detailed Curriculum Vitae only. Department will request certified copies of qualification and other relevant documents from shortlisted candidates which will be submitted to HR on or before the day of the Interview. Separate applications must be submitted for every vacancy applied for. Applicants must utilise the most recent Z83 application form employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Shortlisted candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Departments 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. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments.

OTHER POSTS

POST 43/146 : **DEPUTY DIRECTOR (MONITORING AND EVALUATION) REF NO: 1251/1**
Strategic Management Directorate

SALARY : R744 255 per annum (Level 11), (a basic salary)
CENTRE : Bloemfontein

- REQUIREMENTS** : Applicants must be in possession of a NQF level 7 qualifications preferable in Management Services with a minimum of 6 years relevant experience. Proven working knowledge in the strategic planning and/or monitoring and evaluation sphere. Combination of skills in the following areas facilitation, leadership, report writing, analytical thinking, training presentation and problem solving. Computer literacy. Valid Driver Licence.
- DUTIES** : Ensuring the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Ensure that the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department and communicated such to all senior managers in the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Monitor and report on the performance of the Department in relation to the Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/or MEC Budget Injunctions and Government Programmes of Actions. Responsible for human resource management as well as asset control and act as departmental representative in national/provincial meetings related to monitoring and Evaluation.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/147** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 1104/2**
- SALARY** : R382 245 per annum (Level 09), (a basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in Internal Audit/ Financial Information Systems Auditing. Registration with the Institute of Internal Auditors with 3 years internal audit experience. Valid Driver's License.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans. Supervise Internal Auditors to and assist the accounting officer by conducting internal audits as control measure to determine department's achievement of set objective. Review, collects information and compile reports to the accounting officer and audit committee. Human Resource Management to ensure effective internal audit service.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/148** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3701/31**
- SALARY** : R382 245 per annum, (a basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : B Degree in Public Management/History/Political Science with Diploma in Archival Science. 3-5 years' Records Management as well as supervisory experience. Research, planning and coordinating, communication, writing and computer skills. Valid Driver's License.
- DUTIES** : Manage (plan, coordinate and monitor) the line functions of the Records Centre which comprise the appraisal of government records and the writing of appraisal reports; conducting records inspections at governmental bodies, the writing of inspection reports and providing professional assistance to governmental bodies; evaluating records classification systems designed by governmental bodies and providing assistance with the implementation of such records classification systems; planning and conducting training for records management offices; rendering a document supply service to governmental bodies and researchers; monitoring the security, safe-keeping and conservation of records at the Records Centre: Human Resource and asset management.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/149** : **ASSISTANT DIRECTOR: COMMUNITY SPORT REF NO: 4125/3**
- SALARY** : R382 245 per annum, (a basic salary)
CENTRE : Thabo Mofutsanyane District (Qwaqwa)
REQUIREMENTS : A NQF 7 Qualification in the field of Sport and Recreation/ Sport Management. At least 3 years' experience within any mass participation programmes, recreation and sport. Knowledge of Public Service Regulations, PMFA and Treasury regulations. Project management/Coordination of events skill,

- excellent report writing, presentation and Computer skill. Valid Driver's License.
- DUTIES** : Plan, organize and implement District municipality sport and recreation programmes. Monitor and evaluate the implementation of District Municipality Sport and Recreation programmes. Coordinate the establishment and provide support to sport and recreation structures at local areas and district in conjunction with the stakeholders Render administrative functions in relation to programmes that are implemented and conduct inventory on all assets and equipment. Advocate the development and upgrading of multipurpose sport and recreation facilities through MIG and IDP processes. Manage human resources, safe keeping and control assets.
- ENQUIRIES** : Ms Lerato Twala at 066 479 1247
- POST 43/150** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 1251/33**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (a basic salary)
Bloemfontein
A relevant tertiary qualification at NQF level 6 eg Public Management/ Administration At three years' experience in Strategic planning or Monitoring and Evaluation sphere. Valid Drivers License Analysing competence with ability to draft report based on findings.
- DUTIES** : Develop, maintain and/or facilitate the successful implementation of the departments strategic planning policy and/or implementation strategy. Facilitate strategic planning workshops in the department towards the development and/or review of e.g. annual performance report ect as prescribed Continuously improve the capacity of the department and of management on matter related to monitoring and evaluation, Monitor and report on performance outcomes of the department. Represents the department in national/provincial meeting link with mentoring and evaluation. Contribute to the development of municipal integrated plan Responsible for management of Human resource, asset as well as administrative task link to the post.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/151** : **MUSEUM HUMAN SCIENTIST (PRINCIPAL)**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (a basic salary)
Bloemfontein (Sesotho Literature Museum) Ref No: 2321/5
Bloemfontein (National Afrikaans Literature Museum) Ref No 2312/6
A Relevant Qualification at NQF 7 level, majoring in the language and Literature, Literature in Afrikaans/ Sesotho. 2 years recognized experience in the field of research. Museum and archival services environment combined with supervisory skill. Proven knowledge of the Afrikaans/ Sesotho language, literature, literacy movements, publications and Authors. Computer literacy. Valid driver's license.
- DUTIES** : Perform musicological functions to introduce and manage literacy projects and educational/informational projects and programmes. Promote Sesotho / Afrikaans literacy heritage and language. Responsible for collection management and formation/maintenance of display in the museum. Create awareness of the museum and its significance by present programmes and tours to the general public. Profiling the Sesotho/ Afrikaans authors' material archived at Sesotho Literacy Museum/ NALN. Conduct outreach and educational programmes for museum. Manage all literacy exhibitions at Afrikaans/ Sesotho literacy museum, including mobile exhibitions. Perform administrative duties attached to the post. Translation of literacy texts (English-Sesotho). Manage assets.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No 066 479 1443
- POST 43/152** : **OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: 1444/6**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (a basic salary)
Bloemfontein
An appropriate NQF 7 Degree in Social Science with at least 2-3 years' experience in Occupational Health and Safety work. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyse and develop Occupational Health & Safety policies. Courses linked with SHEQ will be an advantage. Valid Driver's license.

<u>DUTIES</u>	:	Ensure implementation of the Occupational Health & Safety Act. Ensure availability and serviceability of Occupational Health & Safety equipment. Identify SHE hazards and risk trends and provide mitigation measures. Conduct continuous analysis of first aid management. Provide advice and guidance on Occupational Health & Safety issues. Ensure training of staff in Occupational Health & Safety practices. Supervise Cleaners.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng at 066 474 7209
<u>POST 43/153</u>	:	<u>SPORT AND RECREATION OFFICIAL</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), (a basic salary)
<u>CENTRE</u>	:	Theunissen - Masilonyana Local Municipality Ref No: 4128/8 Boshof - Tokologo Local Municipality Ref No: 4130/9
<u>REQUIREMENTS</u>	:	NQF 6 qualification in Sport Management or related and equivalent qualification –Valid driver's licence. Computer literacy, Communication skills as well as good planning, organising and coordination ability.
<u>DUTIES</u>	:	Co-ordinate the establishment and provide support to sport and recreation structure in wards and local areas in conjunction with the stakeholder. Facilitate sustainable capacity development programmes in sports within wards, local areas and districts. Implement sport and recreation developments programmes in wards and local areas. Monitor and evaluate compliance with sport and recreation transformational policies, Render administrative functions in relation to programmes that are implemented. Mange all asserts and equipment within municipalities.
<u>ENQUIRIES</u>	:	Ms Lerato Twala at 066 479 1247
<u>POST 43/154</u>	:	<u>SCHOOL SPORT PROMOTION OFFICER REF NO: 4422/10</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), (a basic salary)
<u>CENTRE</u>	:	Mangaung Metro (Bloemfontein)
<u>REQUIREMENTS</u>	:	NQF 6 qualification in Sport Management or related and equivalent qualification – Valid driver's licence. Computer literacy, Communication skills as well as good planning, organising coordination and programme management knowledge.
<u>DUTIES</u>	:	Co-ordinate the establishment and provide support to sport and recreation structure in schools, wards and local areas and implement programmes to improve relations between sport and recreation stakeholder. Facilitate sustainable capacity development programmes in sports within schools. Implement sport and recreation programmes in schools for development of sport and recreation. Implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation. Promote integrated programmes of all sector department and relevant stakeholders. Monitor and evaluate the compliance with sport and recreation transformational policies to interalia promote integrated programmes. Render administrative functions in relation to programmes that are implemented. Maintain a sound record and administrative system according to internal and procedure.
<u>ENQUIRIES</u>	:	Ms Lerato Twala at 066 479 1247
<u>POST 43/155</u>	:	<u>NETWORK CONTROLLER REF NO 1422/ 11 (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), (a basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Information Technology or Computer Science. Basic experience in an Information Technology (IT) end-user support environment. Sound knowledge and understanding of desktop support. Knowledge and understanding of telecommunication technologies, and the configuration of telecommunication systems and computer applications, printers, etc. Sound knowledge of how IT impacts organisational functions. Understanding of IT network connectivity with ability to move, assemble, install, operate and maintain IT equipment. Valid Driver's License. A certificate in A+, N+ or Linux will be an advantage.
<u>DUTIES</u>	:	To provide an ICT support service to the department's computer users. Install and setup hardware and software, maintain ICT hardware and software, maintain ICT local area network, Install and maintain anti-virus software updates, give basic training to users. Make recommendations regarding upgrading and disposal of ICT equipment.

ENQUIRIES : Ms Irene Ikaneng at 066 474 7209

POST 43/156 : **SENIOR REGISTRY CLERK REF NO: 1304/25**

SALARY : R261 372 per annum (Level 07), (a basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : A grade 12 certificate or equivalent. 3 – 5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Provide registry counter services. Handling of incoming and outgoing correspondence. Render effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Administer the processing and process documents for archiving and/disposal. Supervise human resources.

ENQUIRIES : Ms Irene Ikaneng Tel No 066 474 7209

POST 43/157 : **ASSISTANT LIBRARIAN REF NO: 3520/23**

SALARY : R211 713 per annum (Level 06), (a basic salary)
CENTRE : Brandfort Public Library
REQUIREMENTS : Relevant Diploma in Library and Information Studies/Science (NQF 6) or equivalent and related qualification. Knowledge in library administration, library materials as well as, basic management and supervision. Planning .organizing, research skills with ability do to analysis. Basic experience in a library environment will serve as an advantage.

DUTIES : Plan, coordinate the services/activities of the library. Establish community structure e.g. library committees including consultation with such structures. Render professional library and information services e.g. check books in and out of library, assist variety of users to locate materials and use library resources. Catalogue and shelve library material. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. budget, assets and human resources.

ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443

POST 43/158 : **LIBRARY ASSISTANT (X4 POSTS)**

SALARY : R176 310 per annum (Level 05), (a basic salary)
CENTRE : Oppermansgrond Public Library Ref No 3206 / 20
Welkom Public Library Ref No 3502 / 17
Bultfontein Public Library Ref No 3529 / 18
Trompsburg Public Library Ref No 3208 / 19
Moemaneng Public Library Ref No 3418 / 29) 4

REQUIREMENTS : Senior Certificate or equivalent qualification with computer literacy.
DUTIES : Render library and information services e.g. check books in and out of library, assist patrons to find materials and guide user how to use library resources inspect returned books for condition and due date status, interfiling of books etc. Perform administrative duties in the Library e.g. handle enquiries, cashier duties, request stationary and other goods and services, maintaining of patrons particulars on the computer.

ENQUIRIES : Ms Lerato Twala at 066 479 1247 Ms Irene Ikaneng at 066 474 7209/Ms Tlaleng Modupe at 066 479 1443

POST 43/159 : **CLEANER REF NO: 2258/13**

SALARY : R104 073 per annum (Level 02), (a basic salary)
CENTRE : Pioneer Museum, Winburg
REQUIREMENTS : ABET qualification, numeracy, ability to read, write and speak English and capability to do physical work, move furniture, and carry artefacts.

DUTIES : Cleaning of visitor reception areas, museum exhibitions and public spaces, kitchen, restroom etc. Cleaning of non-public areas and surrounding areas outside the museum. Ensure proper maintenance, handling and cleaning of artefacts. Render support service during provincial museum functions. Report

any damage of collections in the displays and store rooms to the collections officer. Be responsible for asset management.
ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443

POST 43/160 : **CLEANER REF NO: 1444/14**

SALARY : R104 073 per annum (Level 02), (a basic salary)
CENTRE : Bloemfontein (Infrastructure)
REQUIREMENTS : ABET qualification.
DUTIES : Cleaning offices, corridors, elevators and boardrooms, cleaning kitchens, cleaning restrooms, keep and maintain cleaning materials and equipment. Be responsible for asset management.

ENQUIRIES : Ms Irene Ikaneng at 066 474 7209

POST 43/161 : **GENERAL WORKER (X2 POSTS)**

SALARY : R104 073 per annum (Level 02), (a basic salary)
CENTRE : Nyakollong Public Library Ref No: 3510/22
 Kgotsong Public Library Ref No: 3534/31
REQUIREMENTS : ABET Qualification.
DUTIES : Responsible for cleaning inside the library including kitchens, bathrooms etc. as well as surrounding, areas outside library but within allocated premises. Assists with filing of library material. Upload and off load of goods, equipment and library material. Porter service within the library and assistance in delivering a messenger service.

ENQUIRIES : Ms Tlaleng Modupe at 066 479 1443

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

ERRATUM: Kindly note that the post of Sessional Clinical Psychologist: Directorate: Mental Health Programme (**Tshwane District Health Services**) Medicolegal Crisis Centre, Pyramid Clinic, Employee Assistance Programme) with Ref No: TDHS/A/2022/206 was advertised in Public Service Vacancy Circular 41 dated 04 November 2022. The sessional hours must be amended to 20 hours per week.

OTHER POSTS

- POST 43/162** : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: JUB 30/2022**
Directorate: Medical Unit
- SALARY CENTRE REQUIREMENTS** : R1 122 630 – R1 191 510 per annum, all-inclusive
: Jubilee District Hospital
: MBBCh/MBChB or equivalent qualification plus either Mmed (Psych) or FC Psych, registration with HPCSA as a medical specialist. Current registration with the HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multi-disciplinary team. Knowledge of Public Service Legislation, Policies and Procedure and Medical ethics. Management experience will be an added advantage. Computer literacy (Ms Word, Ms Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources and disciplinary procedures. Team building and problem solving skills. Strong leadership skills.
- DUTIES** : The successful candidate will provide administrative clinical duties at a specialist level. He or She will consult, assess, and manage in and outpatients comprehensively (including patients outside the mental unit), ensure accurate clinical record keeping, develop and implement evidence-based clinical protocols and guidelines. Partake in clinical audits and research activities. Complete relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centres for patients who need further care and investigations. Implement and monitor adherence to national core standards (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area. Facilitate and participate in the training, development, and mentorship of under and post graduate students, nurses, medical interns, community service and medical officers. Strengthen and promote clinical effectiveness, implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and lead the Multidisciplinary ward rounds. Facilitate and ensure effective communication with all management structures within the hospital and/or catchment area of the hospital. Management of relevant human resources. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Right Charter.
- ENQUIRIES APPLICATIONS** : Dr O.B Modise Tel No: (012) 717 9302
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 25 November 2022 Time: 15:00

<u>POST 43/163</u>	:	<u>MEDICAL SPECIALIST GR1 (PSYCHIATRY) REF NO: 015408</u> Directorate: Mental Health
<u>SALARY</u>	:	R1 122 630 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	MBCHB that allows registration with the HPCSA as Medical Specialist in Psychiatry. Good leadership skills, excellent communication (verbal and written) skills, Conflict resolution and good interpersonal skills. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Knowledge of legislation, policies and procedure pertaining to mental health care users. Computer Literacy. A valid driver's licence. Experience in the public sector would be an advantage.
<u>DUTIES</u>	:	Provision of a comprehensive clinical service for patients at Sedibeng District Health Services; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
<u>ENQUIRIES</u>	:	Prof. L. Robertson Tel No: 083 447 1682
<u>APPLICATIONS</u>	:	Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District 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. No S&T and resettlement allowance will be paid Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/164</u>	:	<u>MEDICAL SPECIALIST REFS NO: SBAH 099/2022</u> Directorate: Anaesthesiology
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits Grade 3: R1 489 665 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB & MMed or FCA or equivalent, registration as a specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.
<u>DUTIES</u>	:	The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocate. The incumbent will be responsible

for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

- ENQUIRIES** : Prof S Spijkerman Tel No: 012 354 1510
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. 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** : 25 November 2022
- POST 43/165** : **MEDICAL SPECIALIST REFS NO: SBAH 100/2022**
Directorate: Cardiology
- SALARY** : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Registration with the HPCSA as a Specialist Physician.
- DUTIES** : Ability to make complex decision in a difficult situations. Confidence in referring to others when something is outside your expertise. Ability to motivate and manage yourself. Analytic judgement. Potential to lead a team. Ability to communicate well with colleagues and patients.
- ENQUIRIES** : Prof Al Sarkin Tel No: 012 354 2277
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. 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** : 25 November 2022
- POST 43/166** : **MEDICAL OFFICER REF NO: TDHS/A/2022/208 (X1 POST)**
- SALARY** : Grade 1: R833 523 - R897 939 per annum
Grade 2: R953 049 – R1 042 092 per annum
Grade 3: R1 106 037- R1 382 802 per annum
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Current registration with HPCSA (2022/2023). A valid driver's license. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of

South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Responsible management of resources. Good Communication and interpersonal skills. Extensive appropriate experience in Clinical Services and hospital care in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to Medical Interns, Nurses and Medical Officers doing community services. Maintain quality assurance standards.

ENQUIRIES : Mr. Oupa Nama Tel No: (012) 451 9265
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit 1020

NOTE : No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 25 November 2022, Time: 15:00

POST 43/167 : **MEDICAL OFFICER GR1 - GR3 REF NO: 015409 (X3 POSTS)**
Directorate: Family Medicine

SALARY : R833 523 - R1 106 037 per annum, (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : MBCHB that allows registration with the Health Professions Council of- South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner post community service. The appointment of successful applicants will only be effected once proof of application for registration or the proof of current (2022/2023) registration is provided. Experience as a Medical Officer in relevant departments. Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Experience in district primary health care (PHC) services. Experience in general medical practice, mental health care, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-center consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services.

DUTIES : Provide appropriate treatment in accordance with relevant and applicable guidelines of all acute, chronic and emergency conditions at the PHC level, including HAST and mental health, as well as ensuring proper referrals between clinics and hospitals within the district health services. Follow correct procedures for the down referral of clients. Support the provision of PHC services in the Community Health Centers and clinics within the district health services (DHS) by providing optimal clinical care, mentoring and supervision of health care professional, participate in outreach programs and multidisciplinary teams including ward based outreach teams (WBOT) and community oriented primary care (COPC). Provision of after hour medical services in any designated facility through participation in commuted overtime is mandatory. Support skills development of students and junior doctors through training and participation in CPD/CME. Perform any other duties

		delegated by Supervisor/Manager and must be prepared to rotate through all designated PHC services and facilities.
<u>ENQUIRIES</u>	:	Dr. A. Kalain Tel No: 082 377 7528
<u>APPLICATIONS</u>	:	Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must be marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District 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. No S&T and resettlement allowance will be paid Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/168</u>	:	<u>REGISTRAR IN FAMILY MEDICINE REF: 015440</u> Directorate: Family Medicine
<u>SALARY CENTRE</u>	:	R833 523.per annum, (all- inclusive package) Sedibeng District Health Services Joint academic appointment with the University of the Witwatersrand
<u>REQUIREMENTS</u>	:	Must be a South African citizen or a permanent resident of South Africa. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Must be registered with the HPCSA as an Independent Medical Practitioner. At least one-year experience as a Medical Officer post-community service for South African qualified applicants, or three years' experience post internship for foreign qualified applicants, preferably in a primary care setting. Valid driver's license.
<u>DUTIES</u>	:	Provide medical care including interviewing, investigating, diagnosing and managing patients. Participate in multidisciplinary healthcare teams for the management of patients. Rotate through all service points in the service and training platforms - clinics, hospitals, community-based services and community-oriented primary care (COPC) - in the district and WITS as determined by service and training requirements. Participate in all clinical, academic and professional activities of the family medicine unit, including teaching and research, clinical audits, preparing and writing of reports, and community liaison. Supervise and train undergraduate students, interns, clinical associates, community service doctors and medical officers. Reduce medical litigation by exercising good clinical ethos and implementing and monitoring adherence to National Core Standards (norms and standards).Ensure proper record keeping for all clinical work and timeous completion of medico-legal documents (sick notes, admission/discharge notes, death certificates, J88 forms, mental health care forms and any other relevant documentation. Attend relevant clinical, administrative and academic meetings such as mortality and morbidity reviews, departmental meetings, journal clubs, case presentations, lectures and ward rounds, both at the district and at Wits. Participation in Commuted Overtime by rendering after-hour (weekday, weekend and public holiday) duties is compulsory. Registrars will be based in

the district training platforms and jointly appointed between the Gauteng Provincial Government and the University of the Witwatersrand (WITS). Accordingly, the successful candidate will be required to register as an MMED student with WITS. This a joint contract post for a maximum duration of four (4) years training. Continuation in the post is subject to satisfactory academic progression and good clinical / ethical / professional standings on the clinical training platforms, as periodically determined by the clinical platforms in the districts and the Department of Family medicine and primary care, WITS. A registrar will exit post at end of four years or when unable to demonstrate satisfactory academic progress. Exit from either component of the joint post, automatically translates to exit from both.

ENQUIRIES : Dr A. Kalain, Head of Clinical Unit (Family Medicine): Sedibeng Cell No: 082 377 7528

APPLICATIONS : Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must be marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.

NOTE : Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District 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. No S&T and resettlement allowance will be paid. Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post

CLOSING DATE : 25 November 2022

POST 43/169 : **HOD STUDENT AFFAIRS REF NO: 015470**
Directorate: Gauteng College of Nursing

SALARY : R588 390 – R682 098 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. A code 8 drivers' licence. Proof of computer literacy/certificate (Microsoft Package). Skills and Knowledge: Procedures related to examination and management of data/records. Ability to work in a team and under pressure Knowledge of procedures and processes related to undergraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good

<u>DUTIES</u>	:	communication, supervisory, report writing and presentation skills. Good computer skills. Have a track record of transferability of the post applied for. Management and supervision of the Student Affairs Department which includes planning, monitoring processes for statistical data collection and analyse data, develop reports, monitoring of reporting systems and instruments; dealing with students' issues such as course terminations, course extensions, student appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance. Ensure proper, accurate and timeous communication of students' examination results. Manage, supervise, monitor and report on all Student Affairs matters. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus and oversee the supervision of students.
<u>ENQUIRIES</u>	:	Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902
<u>APPLICATIONS</u>	:	All applications should be submitted online only at http://professionaljobcentre.gpg.gov.za/ . NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/170</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST REF NO: SBAH 101/2022</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	Grade 1: R473 112 per annum, plus benefits Grade 2: R540 954 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Relevant Degree in Occupational Therapy. A post graduate qualification diploma or degree in Occupational Therapy will be an advantage. Registration with the HPCSA as an independent practitioner. Submit Proof of current registration with HPCSA only when shortlisted. A minimum of five years' experience post community service. At least three of these years must be in supervisory or management position. Proven experience in acute clinical care setting will be an advantage. Experience with PMDS and supervision of Occupational therapist/s and or midlevel workers. Proven student training experience.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of all the Occupational Therapy service related to the acute care facility including treatment, recordkeeping, effective quality service delivery, human resource management of Occupational therapist and Midlevel workers, financial and stock management, Quality Improvement projects, risk management , training and development of the OT staff. Your clinical duties will include the executing the Occupational therapy process with your clinical case load in an MDT setting,

allocating workload and leave management. Assist in the management of all resources of the occupational therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

- ENQUIRIES** : Mr. T Ncwane Tel No: 012 354 1665
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. 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** : 25 November 2022
- POST 43/171** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SBAH 102/2022**
Directorate: Radiography
- SALARY** : R473 112 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Diploma / B-Tech / B-Rad in Radiography or Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Initial and current registration with HPCSA for 2022/2023. Minimum of three (3) years appropriate experiences as a Diagnostic Radiographer. Initial and current registration with HPCSA for 2022/2023. Minimum of three years appropriate experiences as a Diagnostic Radiographer after registration with the HPCSA, and 18 months of supervisory experience. Submit a letter from the supervisor that entails your supervisory role and responsibilities only when shortlisted. Knowledge, skills, attributes and abilities expert knowledge of specialized equipment and radiographic practice and prescripts. Knowledge of Public Service policies, acts and regulations including the PFMA, HRM policies, HOS policies, ect. Knowledge of legislation pertaining to Radiography (Radiation Control and Safety). Knowledge of quality assurance procedures and methods. National Core Standards, Health and Safety and Infection Control principles. Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, ect. Good leadership, negotiation, problem solving, communication and interpersonal skills, strategic planning and organizational skills. Must have a good understanding of public hospital operational system. Good written and communication skills.
- DUTIES** : Ensure provision of effective and efficient 24-hour Radiology services through adequate supervision. Provide high quality radiology services while observing safe radiation protection standards. Staff supervision and monitoring (EPMDS). Provide support, supervision and training of junior staff. Perform administrative duties as required. Participate in Quality Assurance and Quality Improvement project, National Core Standard and quality improvement plan. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography/ Radiology. Utilize and maintain equipment professionally to ensure patient safety while adhering to Professional Radiographic prescripts. Ensure adherence to mandatory hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuing professional development for self, colleagues and members of the interdisciplinary team members. Comply with the Performance Management and Development System.
- ENQUIRIES** : Mr. OE Lekaota Tel No: 012 354 1379

- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. 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** : 25 November 2022
- POST 43/172** : **CLINICAL PROGRAM COORDINATOR MATERNAL AND WOMEN'S HEALTH REF NO: TDHS/A/2022/209 (X1 POST)**
Directorate: Health programmes
- SALARY** : Grade 1: R450 939 - R507 531 per annum
Grade 2: R522 765 - R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). A minimum of 7 years appropriate/recognizable experience in Nursing post registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience as a clinician in Maternal Health services. Extensive knowledge of Primary Health Care with focus on Maternal and Women's health. A qualification in advanced midwifery is an added advantage. Other Skills / Requirements: Good verbal and written communication skills. Computer literacy. Valid Driver's License.
- DUTIES** : Coordinate and facilitate planning for Maternal and Women's Health Programme activities in the District. Supervision and support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on Programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Participate in the planning and implementation of the Programme according to the prescribed Policies, Guidelines, and protocols. Conduct data analysis and compile quality improvement plans for underperformance on Programme related indicators. Support health care facilities in all aspects of service delivery and policy implementation related to the Programme. Participate in the development of clinical record audit tools in line with current policies and Office of Health Standards Compliance requirements. Ensure availability and monitor implementation of policies and guidelines relating to the Programme. Facilitate and coordinate implementation of surveillance systems e.g., Perinatal Problem Identification Program (PIIP) for analysis of perinatal mortality within the District.
- ENQUIRIES** : Ms RT Makau Tel No: 012 451 9006
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 25 November 2022 Time: 15:00

POST 43/173 : **CLINICAL PROGRAMME COORDINATOR: TRAINING AND DEVELOPMENT REF NO: STDH/2022007 (X1 POST)**
Directorate: Nursing Services

SALARY : R450 939 - R507 531 per annum, (OSD), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in nursing education registered with SANC, A minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and 3 years' experience in Nursing Education /Staff development will be an added advantage. Computer literacy: Microsoft word, power point, Excel and presentation skills. Good communication and sound interpersonal skills. Ability to analyse training and development reports.

DUTIES : Demonstrate an in-depth understanding of nursing legislations, legal and ethical nursing practice and how it impact to service delivery. Facilitate, coordinate and assess learning needs in both theory and practical to promote sustainable growth and development and professional knowledge. Develop and facilitate training plan, schedule lectures and in-service training /courses in line with Gauteng department objectives. Execute formal duties within the department of health context. Submit quality training reports according to set dates. Adhere to Batho Pele principle. Improve team strategy, Adhere to SAQA and Higher education Acts. Coordinate training for the Hospital and Management of staff development and Clinical Education and training Unit (CETU).Develop and establish and maintain constructive working relationship with Nursing and other stake holders i.e. Inter-professional ,inter-sectoral and Multidisciplinary team. Participate in research processes and analysis, formulation and implementation of Nursing guidelines, practices standards and procedures. Participate in Hospital ideal Hospital Realization and Maintenance Framework (IHRM).Participate in some committees as delegated. Manage resources .Maintain Professional growth/Ethical standards and development.

ENQUIRIES : Ms Rikhotso BM Tel No: 011 531 4304/2
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 25 November 2022

POST 43/174 : **OPERATIONAL MANAGER GENERAL GRADE 1(PNA5) REF NO: JUB37/2022**
Directorate: Nursing Services

SALARY : R450 939 - R507 531 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Diploma/Degree in Nursing management will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. South African Nursing Council annual practicing certificate. Valid driver's license.

- DUTIES** : Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical Nursing practice by the Nursing Team (Unit) in accordance with the Scope of Practice and Nursing standards as determined by the Hospital. relevant health information to health care users to assist in achieving optimal quality health care, goals and objectives including rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Practice Norms and standards. Maintain professional growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial Policies and Practices. Generic competences: Demonstrate effective communication with the patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team at the Hospital level to ensure good nursing cares by the nursing care by the Nursing Team. Work effectively and amicably at the supervisory level with the person of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the Unit.
- ENQUIRIES** : Ms Aphane K.J Tel No: 012 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 25 November 2022, Time: 15:00
- POST 43/175** : **OPERATIONAL MANAGER- CETU (PNA5) REF NO: JUB38/2022**
Directorate: Nursing Services (CETU)
- SALARY** : R450 939 - R507 531 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. One year post qualification in Diploma/Degree in Nursing Education. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. South African Nursing Council annual practicing certificate.
- DUTIES** : Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impact on service delivery. Teaching of clinical nursing practice in accordance with the Scope of Practice and Nursing standards as determined by the Hospital. Provision of quality nurse training through professional training Programme and curricula as directed by the Professional Scope of Practice and standards as determined by the Hospital. Demonstrate effective communication with the students, supervisors and other lecturers including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, cooperatively and amicably with the relevant Campus and Universities that have SLA with the Hospital. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Demonstrate understanding of the CETU norms and standards. Maintain professional

growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial Policies and Practices. Generic competences: Demonstrate effective communication with the patients, supervisors, students, other health professional and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team at the Hospital level to ensure good nursing cares by the Nursing Team. Work effectively and amicably at the supervisory level with the person of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the Unit.

ENQUIRIES : Ms Aphane K.J Tel No: 012 717 9300
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 time: 15:00

POST 43/176 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/015474 (X1 POST)**
 Directorate: Nuclear Medicine

SALARY : R401 640 – R459 231 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA post qualification. None experience after registration with the Health Professional Council of South Africa in respect of RSA qualified employees who performed community service as required in South Africa. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.

DUTIES : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.

ENQUIRIES : Department of Nuclear Medicine; Ms. M Viljoen / Dr. NE Nyakale Tel No: (012 521 5753)

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted. It is legislative

requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 25 November 2022, closing time will be 12h00 on the closing date.
- POST 43/177** : **PROFESSIONAL NURSE SPECIALTY RENAL REF NO: REFS/015308 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post-basic Nursing qualification with duration of at least one year, accredited with the SANC with Diploma in Nephrology.
- DUTIES** : Provision of quality Clinic Nursing Care of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources. Collect, provide, and use relevant information/statistics for the enhancement of service delivery. Execute after hours and week-end duties.
- ENQUIRIES** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
APPLICATIONS : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 25 November 2022
- POST 43/178** : **PROFESSIONAL NURSE SPECIALTY CLINICAL FACILITATOR ADVANCE MIDWIFERY REF NO: SBAH 103/2022**
Directorate: Nursing
- SALARY** : PNB1: R388 974 per annum, plus benefits
PNB2: R478 404 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or equivalent NQF level / Basic qualification R425 (i.e Diploma / Degree in Nursing) or qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognizable nursing experience as Professional Nurse with SANC. Post basic qualification in Nursing education and Advanced Midwifery and Neonatology registered with the SANC. SANC annual practicing certificate. Must be computer literate (MS Excel, MS Word, MS PowerPoint). A valid driver's license. Have passion and skilled in Education and Training. Knowledgeable in the latest curriculum and processes of Nursing Education. Good communication skills and compassionate with teamwork. Report writing skills.

- DUTIES** : Plan and facilitate a professional training and development programmes for Maternity units. Execute and participate in the in-service training programmes (formal and informal) of the institution. Support all categories of staff pin the hospital. Monitoring and supervision of general nursing care during facilitation in wards. Relieving in patient care office according to the needs. Maintain Professional growth / ethical standards and development of self and subordinates. To function within the Health Department policies and the prescripts of prescripts of the South African Nursing Council.
- ENQUIRIES APPLICATIONS** : Ms. TJ Mudau Tel No: 012 354 1503
- NOTE** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. 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** : 25 November 2022
- POST 43/179** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JUB 36/2022**
Directorate: Hospital Management
- SALARY CENTRE REQUIREMENTS** : R382 245 (Min) – R450 255 (Max) per annum, plus benefits
: Jubilee District Hospital
: An appropriate degree or diploma in Human Resources/Public management or equivalent qualification with a minimum of Five (5) Years' experience in Human Resource Management in the Public Service, of which three years must be in a supervisory level. Proven supervisory experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave and Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the Implementation Thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit

		consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct.
<u>ENQUIRIES</u>	:	Ms DV Mthethwa Tel No: 012 717 9301
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	25 November 2022, Time: 15:00
<u>POST 43/180</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JUB 29/2022</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Jubilee district hospital
<u>REQUIREMENTS</u>	:	The Applicant should be in possession of Grade 12 and appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Public Management, Public Administration, Logistic Management or with five (5) years relevant experience of which three (3) years should be on salary level 7/8 in all the elements of Supply Chain Management. The applicant should have in-depth knowledge of government and departmental policies, prescribed Rules and Regulations that governs SCM. S/he must have knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations supply chain management Framework and a clear understanding of processes and procedures involved in the daily running of the different elements of supply chain management. S/he must have good interpersonal relationship, leadership, and communication skills. Must be able to read and write reports regarding progressive performance of the units. The Applicant must have knowledge of financial matters, human resource issues, quality management as well as risk management. The incumbent must be able to plan and organize. Must be innovative and able to work under pressure. Must possess negotiation skills and be able to analyze and interpret policies. Ability to work independently without close supervision and to multitask. The incumbent should be self-driven, creative, flexible, and highly motivated. Excellent co-ordination skills. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of SAP-SRM and reconciliation of Procurement system with payment system (BAS).
<u>DUTIES</u>	:	The successful candidate will be reporting to the office of the CEO and will be responsible for the management of the following elements of Supply Chain Demand Management – Ensuring availability of Demand plan as well as Procurement plan. Processing of RLS01 and VA2 requests of the whole Institution. Researching of market related prices for buy-out items. Acquisition Management – Sourcing of Quotation Adjudication Committee for approval. Logistics management – Creation of shopping cards. Expediting of creation of purchase orders from HPC. Ensuring availability of stock all the time. Ensuring prompt and accurate posting of transactions of the ledger cards. Deliveries of stock to end users are timeously executed. GRV's are captured within the specified time by department. Management of 0 – 9 files. Management of commitments. Clearing of web cycles. Asset Management – Ensuring that state property is taken care of. Maintenance of assets registers. Barcoding of Assets. Verification of Assets. Disposal Management – Ensuring that goods are disposed in a manner that is prescribed by the departmental regulations. Compile relevant reports relating to bids, RFQ's, contracts and operating leases as per departmental standards. Others – Human Resource

		Management, provide general office support, attend to Auditor general findings and recommendations and queries raise by end users.
<u>ENQUIRIES</u>	:	MS D.V Mthethwa Tel No: 012 717 9301
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	25 November 2022, Time: 15:00
<u>POST 43/181</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: JUB 31/2022</u> Directorate: Finance Department
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	The Applicant must be in possession of Grade 12 with three-year National Diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Accounting/Financial Management/Management Accounting. Five (5) Years' experience in Financial Management in the Public Service, of which three years must be in a supervisory level. The Applicant should have Knowledge of the Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act, DORA, and Administrative Procedure Manual. Knowledge on Departmental Transversal Systems, Basic Accounting Systems (BAS), Personnel and Salary Administration (PERSAL), SAP and SRM systems, PAAB and HIS systems. Knowledge of Budget procedures, Financial Planning and analysis. Understand Human Resource Practices. Financial Management Skills, Problem solving and decision Management's skills. Good communication skills, strategic leadership capability, Presentation skills and report writing skills. Training and development skills and be computer literate.
<u>DUTIES</u>	:	Provide effective management and control of all finances of the Hospital and ensure that appropriate financial regulations and procedures are in place. Manage expenditure and revenue collection daily. Ensure implementation of internal controls and safekeeping of all the financial records. Ensure compliance to policies and prescripts. Compile monthly, quarterly and annual expenditure reports. Develop, implement and monitor measures designed to optimize revenue collection from patients. Manage the implementation of service level agreements. Manage payments of suppliers within 30 days. Financial management control and compliance with delegation regularly. Oversee general financial management including inputs into policy formulation on an ongoing basis. Develop and maintain policies and processes. Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Provide advice and guidance to role players on revenue and expenditure procedures. Manage the provision of salaries and payroll. Monitor budget and setting targets. Ensure Budget shifts are captured on BAS. Forecast, set targets and monitor budget quarterly. Monitor and advise on efficient allocation of budget for the entity. Identify areas of over/under expenditure and misallocation. Facilitate and manage shifting of funds and pass journals. Render financial business support and risk management, audit action plan progress reports. Ensure that cashier, banking and debt management, monitoring and reporting services are rendered. Provide financial administration and accounting services (Ledgers, journals, accounting and reporting (interim and annual financial statements)). Prepare and consolidate Medium- term Expenditure Framework (MTEF) and Adjustment Budget Estimates within the programmes. Ensure alignment of demand plan management, procurement plan to the Budget. Ensure that the procurements of goods and services are in line with the procurement and demand plan.

ENQUIRIES : Ms DV Mthethwa Tel No: 012 717 9301

APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15:00

POST 43/182 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/015474 (X1 POST)**
Directorate: Nuclear Medicine

SALARY : R322 746 – R367 299 per annum, (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA post qualification. None experience after registration with the Health Professional Council of South Africa in respect of RSA qualified employees who performed community service as required in South Africa. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.

DUTIES : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.

ENQUIRIES : Department of Nuclear Medicine; Ms. M Viljoen / Dr. NE Nyakale Tel No: (012 521 5753)

APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 25 November 2022, closing time will be 12h00 on the closing date.

POST 43/183 : **DATA TECHNOLOGIST REF NO: TDHS/A/2022/ 210 (X1 POST)**
 Directorate: Information Management

SALARY : R261 372 – R307 890 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Diploma / Degree in Statistic/Information Management or equivalent, Grade 12 or equivalent plus a minimum of three (3) years' experience in Health Information management in the public sector (Health) – health facilities, sub district offices, the district office, on minimum salary level 4 within the Public Service OR. Grade 12 or equivalent with a minimum of 8 years' experience in Health Information management in the public sector (Health) – health facilities, sub district offices, the district office, on minimum salary level 4 within the Public Service. DHIS certificate.Tier.Net certificate. A valid driver's license is an added advantage Other Skills / Requirements: Computer Literacy especially office packages MS Word, Excel, Power-point and Outlook, A practical assessment will be provided on the MS package and all HIM prescribed software. Skills in data consolidation, verification, and validation processes. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills are essential. Good accountability and ethical conduct.

DUTIES : The successful candidate will be responsible for database management of DHIS within the district and other relevant systems Capture, Collate and provide data for Programme monthly and quarterly progress reporting. Verify and validate collected health data from PHC facilities, hospitals and private providers in the district and provide feedback reports to all facilities, Program Managers and senior management. Facilitate training and capacity development initiatives for data capturers, Programme coordinators and managers at different levels of management structures Participate in audit of performance information by the Auditor General of South Africa and Internal Auditors Provide inputs towards appropriateness and validity of performance information. Participate and coordinate facility data and performance review meetings, Coordinate and monitor the DHMIS policy and SOPs implementation in the district. Perform any other data management related function as required by the manager.

ENQUIRIES : Mr. L. Mokgethwa Tel No: 012 451 9069
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 25 November 2022, Time: 15:00

POST 43/184 : **PROFESSIONAL NURSE REF NO: TDHS/A/2022/211 (X12 POSTS)**
 Directorate: PHC Sub District 5, 6 & 7

SALARY : R260 760 - R302 292 per annum
CENTRE : Tshwane District Health Services
 Sub-District 5,6 & 7 (Eersterust, Stanza Bopape & Dark City CHC , Dewagensdrift , Refilwe , Stanza Bopape 2, Mamelodi West & Kanana Clinics
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice. A 3-year relevant experience as a professional nurse after registration with SANC. Other Skills /

Requirements: At least 3 years of the appropriate / recognizable experience after obtaining the Diploma / Degree in nursing as a Professional Nurse. Driver's license and computer literacy are essential. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients. Ensure effective and efficient coordination and integration of quality health care. Ensure clinical practice by the clinical team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Dr Moshime-Shabangu Tel No: 012 451 9004

APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 25 November 2022, Time: 15:00

POST 43/185 : **ADMINISTRATION CLERK: (REVENUE) REF NO: REFS/015479**
Directorate: Finance Department

SALARY : R176 310 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Knowledge of Hospital Information System (MEDICOM).

DUTIES : Follow up on debtors outstanding debt and provide proof thereof. Ensure that debtors defaulting on their payments sign an Acknowledgement of Debts (AOD). Handover debt exceeding 90 days to external debt collectors. Write off irrecoverable debt as per departmental policy and procedure manual. Identify and clear open credits on system. Attend to rejected claims. Resolve queries and manage own account.

ENQUIRIES : Mr. M.J Molefe Tel No: 011 488 3862

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr01.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/186** : **WARD CLERK REF NO: JUB33/2022**
Directorate: Admin and Logistics
Re: Advert, Those who applied before are requested to reapply.
- SALARY** : R176 310 – R207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Exposure in the hospital ward administration. Exposure in the public sector hospital environment. NQF level 6 qualification in Management Sciences will be an added advantage. Computer literacy. Knowledge of PAAB/HIS System. Willing to work shifts, day, night, weekend, public holiday. Knowledge of Batho Pele principles.
- DUTIES** : Admission and registration of patients on PAAB and manual system. Retrieval of files using Metro File System. Capturing data on TPH31A and TPH31. Completion of gPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients using receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4, 5 forms. Classification of patients. Admission and discharge patients from the wards. Update patients' information in the wards. Other clerical services in the wards. Ordering stock. Compile monthly stats. The incumbent will be rotated between patient's admin and wards.
- ENQUIRIES** : Ms M Makuwa Tel No: 012 717 9378
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General

Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022, Time: 15H00

POST 43/187 : **FINANCE CLERK REF NO: JUB35/2022**
Directorate: Finance
Re: Advert, Those who applied before are requested to reapply.

SALARY : R176 310 – R 207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Tertiary qualification in Finance or related field at NQF level 6 will be an added advantage. Exposure in the public sector hospital finance related environment will be an added advantage. Computer literacy. Knowledge of finance prescripts and policies. Knowledge of PAAB, BAS, SAP, UPFS, DORA, ICD 10 Code Treasury Regulations and PFMA.

DUTIES : Billing of different category of patients within 30 days. Retrieval of files for billing. Prepare and submission of invoices to third party funders. Perform incorrect levies and Annexure G. Analyze patients' debt and make follow up (Debt Management). Collection of revenue from patients and other sources. Capturing receipts on SAP. Perform banking on daily basis. Make allocation of payment on PAAB. Manual receipting during downtime. Re journal of manual receipts. Any other duty as delegated by the supervisor.

ENQUIRIES : Mr G Phatshwane Tel No: 012 717 9300/9546
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15H00

POST 43/188 : **HUMAN RESOURCE CLERK REF NO: JUB34/2022 (X2 POSTS)**
Directorate: Human Resource Management
Re: Advert, Those who applied before are requested to reapply

SALARY : R176 310 - R207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Exposure in the public sector health human resources management sphere. PERSAL certificate(s) will be an added advantage. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer literate, Knowledge of PERSAL system is essential. Good interpersonal and communications skills (verbal and written).

DUTIES : The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly, and annual management information reports. Leave, injury on duty, Overtime, filing of documents, OSD Translation, Coordination of training (internal and external), Recruitment and minute keeping. Any other HR related matters as delegated.

ENQUIRIES APPLICATIONS : Ms Ngwepe MS Tel No: 012 717 9334
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022, Time: 15H00

POST 43/189 : **MATERIAL RECORDING CLERK REF NO: JUB32/2022**
Directorate: Supply Chain Management (Warehouse)
Re: Advert, Those who applied before are requested to reapply.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum, (plus benefits)
: Jubilee District Hospital
: 12 Certificate or equivalent qualification. Relevant tertiary qualification at NQF level 6 in Finance, Supply Chain or Logistics will be of advantage. Exposure in the public sector health SCM environment (Demand Management, Acquisition, Logistics Transit, Warehouse & Asset Management) will be of advantage. Good understanding of Supply Chain Policies, PFMA, Treasury regulations, Inventory Management and Contract Management Policy.

DUTIES : Provide Supply Chain Management administrative support to the Hospital as follows: Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing using FIFO method. Collecting and issuing of stock. Updating of bin cards and ledgers for all warehouse stock commodities. Compiling of RLS01 for stock replenishment. Participate in take projects. Assist in general Warehouse duties. Perform any other duties delegated by Supervisors. Handle external and internal queries. Assist with general office duties within the Supply Chain Management environment.

ENQUIRIES APPLICATIONS : Ms N.E Mbiyozo Tel No: (012) 717 9333
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15H00

POST 43/190 : **ADMINISTRATION CLERK: (REVENUE) REF NO: REFS/015480**
Directorate: Finance Department

SALARY CENTRE REQUIREMENTS : R176 310 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time

- management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Knowledge of Hospital Information System (MEDICOM).
- DUTIES** : Invoice and follow up on outstanding external funders and self-paying patients debt. Attend to rejected claims, resolve queries and manage own accounts. Ensure allocations of payments, make copies, scan and fax outstanding claims and submit stats on a weekly and monthly basis.
- ENQUIRIES** : Mr. L. Sithole Tel No: 011 488 4783
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Supportthr02.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/191** : **ADMINISTRATION CLERK REF NO: REFS/015481**
Directorate: Finance Department
- SALARY** : R176 310 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Experience in admin clerk environment as a generalist Patient Affairs.
- DUTIES** : General administration duties as instructed by Head of Department. Submitting of Patient files to Medical Records on regular basis. Register, secure appointments and admin. Do ward census. Transfer patients on system.

Updating of unknown patients and all other patients with insufficient information. Use ITC (TransUnion) to check patient financial status. Enter ICD 10 codes. Attend to enquiries by public/community. Classifications and other information relating to patients must be updated/ work as part of a team by ensuring accurate capturing of data and billing purpose. Capture down time in line with Circular 11 of 2014/ Update patient information on every visit and review classifications. Strictly adhere to internal controls processes. Compile departmental stats if required. Attend meeting, workshops and training as delegated by managers and supervisors. Work strictly in line with Auditor General and National Core Standards requirements. Perform duties in accordance with job description.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Bodibe Tel No: 011 488 3798
 : Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr03.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 25 November 2022

POST 43/192

: **ADMINISTRATION CLERK (BUDGET AND BOOKKEEPING) REF NO: REFS/015482**
 Directorate: Finance Department

**SALARY
CENTRE
REQUIREMENTS**

: R176 310 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Experience in BAS, SAP and SRM. Must have worked in Budget process and Accounts Payable.

- DUTIES** : Capturing budget on BAS, Register and allocate RIs01s. Requesting BAS report daily/weekly and monthly. Capturing expenditure with budget. Compile Commitment Register. Compile and submit signed monthly/Quarterly Recon to Head Office. Compile Donations report. Attend to audit request. Safekeeping of Basic Accounting records and face value documents. Perform any other finance related function as required by the manager.
- ENQUIRIES APPLICATIONS** : Ms. R. Mashikinya Tel No: 011 488 3430
: Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr04.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/193** : **DENTAL ASSISTANT GRADE 1-2 REF NO: UPOHC/DA/11/2022**
Directorate: Odontology
- SALARY CENTRE REQUIREMENTS** : R170 955 – R233 691 per annum, (plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 or equivalent qualification with prior experience. Registration with HPCSA as a Dental Assistant and proof of current registration. Recommendations: Able to perform routine dental assisting tasks. Good communication skills. Computer literacy and knowledge of ward stock will be an added advantage. Ability to work in a team and under pressure.
- DUTIES** : Provision of satisfactory client service. Ensure and maintenance of well-organised administrative duties. Dental assistance. Practice and maintain infection control standards. Ensure and maintain general clinical ward activities. Ordering of ward stock. Willingness to rotate in other departments. Active participation in student activities and training.
- ENQUIRIES APPLICATIONS** : Sr ZM Buys Tel No: 012 319 2317/ 2224
: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.Tel No: 012 301 5713. No faxed or email applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested

to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make 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** : 25 November 2022
- POST 43/194** : **DATA CAPTURER REF NO: TDHS/A/2022/212 (X2 POSTS)**
Directorate: Health Information Management
- SALARY** : R147 459 – R173 760 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 or equivalent with a minimum of 2 years' experience in data management working on DHIS and/or Tier.NET in the public sector (Health) - health facilities, sub district offices, and the district office. Ability to work in a team and as an individual. DHIS and/or Tier.NET certificate is an added advantage. A valid driver's license is an added advantage Other Skills / Requirements: Computer Literacy especially on office packages - MS Word, Excel, Power-point and Outlook, A practical assessment will be provided on the MS package and all HIM prescribed software. Skills in data consolidation, verification, and validation process. Ability to work under pressure and meet deadlines. Problem solving, analytical and numeric skills. Working knowledge on HAST program and records management. Good written and verbal communication, accountability, and ethical conduct. Must have planning and organizational skills.
- DUTIES** : The successful candidate will be responsible for Collecting data daily from different service points or registers for capturing, Verifying and validating collected health data from PHC facilities and hospitals in the district and provide feedback reports to relevant service points, Collating, Capturing and providing data for programme monthly and quarterly progress reporting using prescribed data management software of the department. Follow up on incomplete data and information, provide feedback to end users for corrections Handle and resolve data queries as they arise. Prepare daily, weekly, monthly data as requested Participate in audit of performance information by the facility, sub district, district, provincial data teams, Auditor General of South Africa and Internal Auditors .Perform office administrative duties as shall be assigned. Perform any other data management related function as required by the manager.
- ENQUIRIES** : Ms. P. Mothibi Tel No: 012 451 9268
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 25 November 2022 Time: 15:00
- POST 43/195** : **DRIVER REF NO: STDH/2022009 (X1 POST)**
Directorate: Administration Support
- SALARY** : R147 459 per annum (Level 04), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital

- REQUIREMENTS** : Grade 10 or equivalent achievement with 10 years driving experience or grade 12 with 5 years driving experience. Must have a valid code C1 drivers licence or more with. Must have valid PDP. Advance driving will be an added advantage. Must be able to work shifts (Day, night, including weekends and public holidays). Hospital environment experience will be an added advantage. Must have good driving skills. Must have writing, reading and listening skills.
- DUTIES** : Transport transferred and discharged patients including home visits. Transport staff to meetings and various institutions. Deliver patients meals to all wards. Transport linen and stock from pharmacy and stores. Load and unload goods (boxes) from vehicles. Weekly cleaning of vehicles. Report all vehicle accidents, incidents. Complete logbooks and log-sheets. Comply with the transport policy 4 of 2000. Deliver and collect documents, post and letters to various institutions including Central Office. Perform other duties allocated by the supervisor.
- ENQUIRIES** : Ms R Mabaso Tel No: 011 531-4499
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 25 November 2022
- POST 43/196** : **ENROLLED NURSING ASSISTANT REF NO: JUB39/2022 (X3 POSTS)**
Directorate: Nursing Services
- SALARY** : R134 514 - R151 401 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Minimum Qualifications: Grade 12 certificate/Matric or equivalent. Qualification that allows registration as an Enrolled Nursing Assistant (Nursing Assistant) with the SANC. **Grade 1:** Less than 3 years of appropriate/recognizable experience required after registration with the SANC. **Grade 2:** minimum of 10 years appropriate/recognizable experience required in nursing post registration with the SANC as an Enrolled Nursing Assistant. Skills: Basic communication and writing skills. Ability to function in a team. Be responsive, pro- active, accurate and initiative and work as a team.
- DUTIES** : Perform clinical nursing practice in accordance to the Scope of Practice and nursing principles and standards. Demonstrate an understanding of the Nursing Legislation and related legal and ethical nursing practice. Able to plan and organize own work and that of her/his support team to ensure proper Nursing care. Demonstrate elementary communication with patients, supervisors and other clinicians in the wards. Work as the multidisciplinary team to ensure quality care. Promoting and advocating proper treatment and care and willingness to respond to patients needs, requirements and Batho Pele Principles and expectations. Willing to rotate through the departments, work night duty and escorting of patients to Tertiary Institutions.
- ENQUIRIES** : Ms Aphane K.J Tel No: (012) 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after

the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15:00

POST 43/197 : **PORTER REF NO: STDH/2022008 (X2 POSTS)**
Directorate: Administration Support

SALARY : R104 073 per annum (Level 02), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Adult education and training (AET/ABET) Level 3 or equivalent (Grade 7). Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts and standby after hours. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Loading and offloading patients from private cars, and ambulances when then need arises, accompany walking non-walking patients to different clinical areas around the hospital. Collection of corpses from wards and OPD. Collecting Red Boxes from various wards to and from Pharmacy. Carrying of Patients Medical Record to various service points as requested by supervisor. Making sure that PPE and waste are segregated properly. Collecting of unused equipment's around the hospital and reporting of lost, damaged, or dysfunctional equipment's. Must be prepared to work shifts, which includes standby, weekends and on Public Holidays, and must be prepared to rotate and operate as a reliever in all sections when requested by supervisor. Cleaning of equipment's always, preparing them for re-use. Daily submission of production sheet to the supervisor. Wearing of nametags and prescribed uniform for identification is compulsory. Adhere to instructions given by Supervisor to relieve in any department in case of shortage.

ENQUIRIES : Mr L Thekhwe Tel No: 011 531-4306
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 25 November 2022

POST 43/198 : **MEDICAL OFFICER (SESSIONAL) REF NO: MRH/2022/46 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY : Grade 1 – Grade 3: R395.00 – R524.00 per hour, (OSD)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Officer. Two (2) years' experience in Radiology Department. Good verbal, interpersonal, communication, management, and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

ENQUIRIES APPLICATIONS : Dr. T.L. Lentsoane Tel No: 012 841 0917

FOR ATTENTION NOTE : Applications to be sent to Human resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East, NB: Jobs are not for sale at Mamelodi Regional Hospital.
: Mr. M.H. Hlophe – HR Department
: Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents such as certificate of registration with HPCSA, current annual renewal of practising licence as a Medical Practitioner. Applicants in possession of foreign qualifications will be required to submit evaluation certificate from the South African Qualification Authority (SAQA).

CLOSING DATE : 25 November 2022

POST 43/199 : **MEDICAL SPECIALIST (SESSIONAL RADIOLOGIST) REF NO: MRH/2022/45 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY CENTRE REQUIREMENTS : Grade 1 – Grade 3: R532.00 – R706.00 per hour, (OSD)
: Mamelodi Regional Hospital
: National Senior Certificate and MBCCH/MBBCH degree and appropriate qualification that allows registration with Health Professional Council of South Africa as a Medical Specialist in Radiology. Good verbal, interpersonal, communication, management and administrative skills. Sound knowledge and experience of radiology modalities, procedures and protocols. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers and Medical Officers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Participate in the departmental activities for the development and training of undergraduate students.

ENQUIRIES APPLICATIONS : Dr. T.L. Lentsoane Tel No: 012 842 0917
: Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East. NB: Jobs are not for sale at Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Mr. M.H. Hlophe – HR Department
: Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents such as certificate of registration with HPCSA, current annual renewal of practising licence as a Medical Specialist. Applicants in possession of foreign qualifications will be required to submit evaluation certificate from the South African Qualification Authority (SAQA).

CLOSING DATE : 25 November 2022

POST 43/200 : **CLINICAL PSYCHOLOGIST (SESSIONAL) REF NO: HRM/2022/47 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY CENTRE REQUIREMENTS : Grade 1 – Grade 3: R343.00 – R465.00 per hour, (OSD)
: Mamelodi Regional Hospital
: National Senior Certificate and Master's Degree in Clinical Psychology qualification that allows registration with the Health Professions Council of

- South Africa (HPCSA) as a Clinical Psychologist. Excellent communication and interpersonal skills. Ability to work with children, adults, and within multi-disciplinary team. Experience working in a Psychiatric setting. Knowledge of Mental Health Act and related legislation, legal and ethical principles. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Assessing, diagnosing, and providing interventions to clients who are dealing with psychological challenges, including developmental difficulties, psychological distress and/or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders, and psychological conditions. Applying evidence based psychological interventions to clients presenting with psychological and/or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. Designing, managing, and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical; Psychologists as specified in the Health Professions Act, of 1974.
- ENQUIRIES** : Dr E.B. Mankge Tel No: (012) 841 8305
- APPLICATIONS** : Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East.
- FOR ATTENTION** : Mr. M.H. Hlophe – HR Department. NB: Jobs are not for sale at Mamelodi Regional Hospital.
- NOTE** : Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents. 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.
- CLOSING DATE** : 25 November 2022

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za
- CLOSING DATE** : 28 November 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV (only), only shortlisted candidates will submit certified documents. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applications must be submitted on new z83 form, 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 only 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. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions

and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

OTHER POSTS

- POST 43/201** : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: GPT/2022/11/11**
 Directorate: Internal Risk and Integrity management
 This is a re-advertisement. All applicants who previously applied for Advertisement Ref no: GPT/2022/05/9 are encouraged to re-apply.
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Risk Management/ Auditing/ Forensics/ Public administration/management. 3 – 5 years' experience at supervisory level in Risk/ Ethics/ Anti-fraud and corruption. Knowledge and understanding of Public Sector Code of Conduct, Public Service Act, Integrity Management Framework.
- DUTIES** : Conduct research on the Professional Ethics in the Public Services and on Anti-corruption initiatives. Facilitate the development of anti-corruption and integrity management policies, frameworks and strategies, and ensure implementation of the policies and strategies. Maintain a database of investigations, monitor implementation of forensics recommendations. Conduct ethics risk assessment and co-ordinate the fraud risk assessment. Promote ethics and Anti-corruption across the Department. Monitor the ethics training register and ensure that all employees have completed the ethics Online training. Manage conflict of interest, including financial disclosures of employees, application for RWOPs and the gift register. Co-ordinate audits on ethics and stakeholder reporting. Compile regular reports on status of ethics management and participate in various ethics management committees.
 Ms. Linda Ninzi Tel No: 011 227 9000
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000
- POST 43/202** : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: GPT/2022/11/12**
 Directorate: Office of the MEC
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : An appropriate degree or diploma in communications science/public relations or media studies or related qualifications and 3-5 years junior management experience. Broad knowledge and understanding of the functional areas of the department. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Ability to act with tact and discretion.
- DUTIES** : Manage the administrative activities within the office of the Member of Executive Council (MEC). Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Coordinate activities between the Office of the MEC and the department. Track and monitor submissions between the Office of the MEC and the Office of the Accounting Officer. Supervise employees providing support to the Office of the MEC (Registry Clerk, Messenger/Driver, Food Service Aid, Household Aid (if based in the office) and Receptionist).

ENQUIRIES

: Robert Tsetetsi Tel No: 011 227 9000

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

OTHER POSTS

<u>POST 43/203</u>	:	<u>MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 71/22 (X1 POST)</u> Component: Maxillo Facial and Oral Surgery
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital- PMB Metropolitan Complex Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent Maxillofacial and oral surgery Qualification (MDent). Current Registration with the Health Professions Council of South Africa as a Maxillo facial specialist (Only shortlisted candidates will be required to submit Proof of all documents). Knowledge, Skills and Experience: Appropriate skills and knowledge within the field of Craniofacial Surgery/dentistry. Knowledge of Human Resource management. Financial Management – monitoring of expenditure Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, Legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
<u>DUTIES</u>	:	Incumbent to provide maxillofacial services in the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery of a 24-hour in-patient and out-patient MAXFAC service within the Pietermaritzburg Metropolitan Hospitals Complex and in the clinical trauma services: inter-disciplinary coordination of the management of the critically injured ensuring the highest standards of clinical, professional, and ethical behavior undertake teaching of health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in the department and oral health sector. There will be specific clinical rotations attached to this post that will be spread between Grey's Hospital and Northdale Hospital in PMB. There will be trauma outreach responsibilities attached to this post. Develop management protocols for the Department of Maxillofacial trauma in accordance with the Hospital and Department policies; Provide appropriate trauma care to patients; Maintain the effective and efficient utilization of human resources in respect of: training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of staff; Provide measures and guidance on quality assurance to comply with set quality standards Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the Department; Participate in the outreach programmes Participate in departmental research activities Accept responsibility for continuous professional development to keep up to

	:	date with new developments in the field of expertise and related fields To complete basic surgical courses such as ATLS, Basic surgical skills and related courses Any other duties as assigned by the Head of Department. To accept and sign a job description as per the requirements of effectively running a maxillofacial department.
<u>ENQUIRIES</u>	:	Dr. AS Singh Tel No: 033 897 3164 OR Tel No: 033 897 3058/3215
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/204</u>	:	<u>MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 72/22</u> Component: Radiology Department
<u>SALARY</u>	:	Grade 1: R833 523 per annum Grade 2: R953 049 per annum Grade 3: R1 106 037 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE</u>	:	Grey's Hospital- PMB Metropolitan Complex
<u>REQUIREMENTS</u>	:	Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed only after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Registration with the Health Professions Council of South Africa as a Medical Practitioner Current Registration with the Health Professions Council of South Africa as a Medical Practitioner (Only shortlisted candidates will be required to submit Proof of all documents). Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere without satisfactory academic progress will not be considered. The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology with a view of undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Knowledge, Skills and Experience: Knowledge of clinical medicine as specified by MBCHB degree Knowledge of aspects of clinical medicine specific to the practice of radiology Ability to work within a team Sound knowledge of medical ethics Good communication skills and decision making qualities Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training and to successfully compete for a subsequent registrar post. For example College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical speciality) Above average undergraduate academic performance Evidence of academic activity relevant to radiology and/or Research experience

- DUTIES** : Participate in the provision of radiological services within the Pietermaritzburg Metropolitan Hospital complex. Interpret and report radiological procedures and studies under supervision. Comply with all departmental rules and regulations Maintain professional and ethical standards Participate in the departmental academic program Participate in the provision of after hour radiological services in Pietermaritzburg. Participation in onsite after hour service is compulsory for medical officers. Candidates appointed at Greys may be required to perform their overtime at Harry Gwala Regional Hospital. Write and pass the FC Rad Part 1 exams within 18 months of appointment. The incumbent must be prepared to rotate between Harry Gwala Regional Hospital and Greys Hospitals if required.
- ENQUIRIES** : Dr MNR Memela Tel No: 033 897 3756
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.
- CLOSING DATE** : 25 November 2022
- POST 43/205** : **MEDICAL OFFICER GRADE 1 / 2 / 3 PAEDIATRICS REF NO: MO/PAEDS 01/2022 (X1 POST)**
- SALARY** : Grade 1: R833 523 – R897 939 per annum
Grade 2: R953 049 – R1 042 092 per annum
Grade 3: R1 106 037 - R1 382 802 per annum
Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital – Paediatrics
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice. Current registration as a Medical Practitioner with HPCSA (2022 / 2023).Experience: Medical Officer **Grade 1**:No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach, guide and junior staff within the department.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr N Naidoo Tel No: 031 907 8380

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.

CLOSING DATE : 25 November 2022

POST 43/206 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: PMMH/ANM/PHC/01/22 (X1 POST)**

SALARY : R624 216 – R702 549 per annum. Other Benefits: 13th Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply) Inhospitable Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Qualification: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least seven (6) years of the period referred to above must be appropriate/recognizable nursing experience after obtaining the one (1) year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Registration with the SANC (General Nursing and relevant post basic qualification) Current registration with the SANC (2022). Other requirement: appropriate/recognizable management experience in a nurse component endorsed by your HR Manager. Valid EB Driver’s License (Code 8) – the post requires visits to various primary health care facilities within the sub districts service areas. Computer literacy. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts; includes weekends and public holidays.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Primary Health Care nurse component, in conjunction with team members, within a professional and legal framework. Coordinate processes to ensure that primary health care facilities within the Sub-District Service Area are provided with adequate support by multi-disciplinary teams attached to the PHC clinics. Ensure the maintenance of quality care standards in the Primary Health Care services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Knowledge of Web DHIS and TIER.net

ENQUIRIES : Ms M Mlotshwa Tel No: 031- 9078203

- APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.
- FOR ATTENTION NOTE** : Mrs J Murugan
 : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies.
- CLOSING DATE** : 02 December 2022
- POST 43/207** : **ASSISTANT MANAGER: NURSING (PNA-7) REF NO: AMNUR /1/ 2022 (X1 POST)**
- SALARY** : R571 242 per annum, Plus 13th cheque, Medical Aid: optional. Housing Allowance: Employee to meet prescribe requirements.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital.
 : Grade 12 or equivalent. Degree/ Diploma in General Nursing and Midwifery. Proof of registration with South African Nursing Council. Current SANC registration. A minimum of eight 8 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognisable experience at management level. Recommendation: Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills. Basic financial management skills and computer literacy and information management.
- DUTIES** : Provide support to the nurse manager's office. Facilitate and monitor the implementation of orientation and induction program for the nursing division. Control and monitor activities in the nursing control and allocation office. Participates in recruitment processes of nurses. Facilitate and monitor the implementation of in-service training and continuous professional development. Liaise with colleges and universities with regards to student placements. Co-ordinates the allocation and efficient utilization of nurses and management of leaves. Ensures that nursing standards, ethics and practice is observed as stipulated by South African Nursing Council. Monitors and reports on performance indicators vital to good patient outcomes .Participates in Institutional Human Resource development, Statistics, Resuscitation and Clinical Governance committees. Facilitates and ensures that internal and external disaster management policies and procedures are adhered to. Facilitates and participates in formulation and review of nursing policies and protocols.
- ENQUIRIES APPLICATIONS** : Ms NO Mkhize Tel No: 031 2401063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have

the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 25 November 2022
- POST 43/208** : **OPERATIONAL MANAGER NURSING (PHC SUPERVISOR)**
- SALARY** : Grade 1: R571 242 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE REQUIREMENTS** : Mosvold District Hospital- PHC
: Senior Certificate (Grade 12) Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic qualification with duration of at least one (1) year in curative skills in Primary Health Care accredited with SANC. Certificate of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2022) Experience: A minimum of nine (9) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service).
- DUTIES** : Manager, facilitate and co-ordinate provision of comprehensive package of service at PHC level, specialised nursing care, including priority programs and Quality improvement Programs, in conjunction within a profession and legal framework. Assist and facilitate development Operational plan, monitor the implementation and submit progress reports; Participate in clinical audits in the PHC under the establishment of Mosvold District Hospital and ensure implementation of the quality improvement plans supported by strong work ethics. Manage assets consumables, and service effectively Manage and support education, in –service training and orientation and practice development initiative in the area, maintain professional growth and ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by nursing act, Occupational and safely act. Ensure completion of accident /incident reports as they occur and timeous reporting. Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile Monthly, Quarterly statistics and other reports. Maintain constructive working relationships with all skate holders i.e inter-professional, the multidisciplinary team Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities. Advocate and promote nursing ethics and professionalism in the clinics. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Provide continuous support to all Operational Manager in all clinics linked under Mosvold Hospital Establishment including mobile clinics. To ensure that quality data is produced, verified and submitted timeous. Being part of the information meetings, must be able to analyse data, interpret and develop quality improvement plans. Ensure proper utilisation of staff and managing performance through EPMDS.
- ENQUIRIES APPLICATIONS** : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101)
: Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. SS. Langa

- NOTE** : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Shortlisted 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 {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. 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 above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 25 November 2022
- POST 43/209** : **OPERATIONAL MANAGER NURSING SPECIALITY (THEATRE) REF NO: MAD 02/ 2022**
- SALARY** : Grade 1: R571 242 - R642 933 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) in general nursing and midwifery, Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year post basic qualification in Operating Theatre Nursing Science. At least five (5) years of the period referred to above must be appropriate recognizable experience after obtaining one (1) year post basic qualification in Operating Theatre Nursing Science. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that the unit complies with National Core Standards. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies, National core standards, OHSC. Participate in the formulation, analysis,

		implementation and monitoring of unit objectives, policies and procedures. Maintain accreditation standards e.g NCS, OHSC.
<u>ENQUIRIES</u>	:	Mr. RSM Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets: (African Male)
<u>CLOSING DATE</u>	:	02 December 2022
<u>POST 43/210</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 10/2022 PREP/HTA/CONDOM DISTRIBUTION/STI/MMC/OSS/CHAPLAIN</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum. 13 th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE</u>	:	King Cetshwayo District Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing and/or HIV/AIDS Management qualification is recommended.
<u>DUTIES</u>	:	Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies. Develop operational plans and procurement plans to ensure that clinical strategies to manage health conditions contained under health programmes are implemented in all institutions. Monitor indicators which measure health practices in institutions, provide support and report on findings to district health management team. Network with other provincial departments and NGOs to maintain a referral service for community members thereby supporting the broader health care provision in the district. Oversee institutional health practices to ensure that these meet minimum basic standards thereby attaining provincial and national health care targets. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Participate in Operational Sukuma Sakhe. Conduct on site in-service trainings during support visits. Provide a verbal and written report to the facilities for proper follow up on gaps identified during support visits. Involve supporting partners by sharing findings on identified gaps for their support and mentoring. Participate in the development of District training Plan.
<u>ENQUIRIES</u>	:	Mr MN Mbatha Tel No. 035 787 6203
<u>APPLICATIONS</u>	:	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 Nzuza
: 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 be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. 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

: 25 November 2022

POST 43/211

: **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD
11/2022**

Communicable Diseases

SALARY

: R450 939 – R507 531 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: King Cetshwayo District Office
: Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing is recommended.

DUTIES

: Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.), Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures, 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 respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases Monitor indicators/surveillance data which measure health practices in the District in order to provide support and report on findings to district health management, Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district, Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists, Plan, organize and conduct community rallies and events that convey health messages and practices which support prevention and control of communicable diseases, Develop, implement and manages the District surveillance plan of all communicable diseases, Ensure that all facilities are trained of notification of notifiable medical conditions, Ensure that reporting by the facilities is done as required and all surveillance data is captured and transmitted to Provincial level timeously, Evaluates all District surveillance data/ information of communicable diseases with regards to diseases trends and patterns on a daily, weekly, monthly, quarterly, yearly

and advises the District management team accordingly and Analyses all reports receive, conducts, coordinates and manage case investigation/outbreak.

**ENQUIRIES
APPLICATIONS**

: Mr MN Mbatha Tel No: 035 787 6203
: 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 at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. 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

: 25 November 2022

POST 43/212

: **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD
12/2022**
Quality Assurance

SALARY

: R450 939 – R507 531 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: King Cetshwayo District Office
: Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing is recommended.

DUTIES

: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specific policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established and that these have quality improvement project that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients' Rights Charter & Batho Pele programme etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluating of the Quality Assurance programmes within the district. Co-ordinate all aspect of national core standards programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessment. Visit facility maintain reports of such visit. Ensure all facilities

develop Quality Improvement Plans, action plans and submit monthly and quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patients Experience of care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

<u>ENQUIRIES</u>	:	Mrs NN Ngubane Tel No: 035 787 6213
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/213</u>	:	<u>OPERATIONAL MANAGER NURSING GENERAL (MEDICAL) REF NO: MAD 05/ 2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R450 939 - R507 531 per annum plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical Nursing. Practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basis financial management skills.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. 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 good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or

		religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper; treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Ensure department complies with National Core Standards. Ensure effective management and utilisation of resources.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8037
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets (African Male).
<u>CLOSING DATE</u>	:	02 December 2022
<u>POST 43/214</u>	:	<u>CLINICAL PROGRAMME COORDINATOR –TB REF NO: ILE/04/2022 (X1 POST)</u> Component: ILE: DIV: COM DIS &TB
<u>SALARY</u>	:	R450 939 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ilembe Health District Office
<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing &Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint) (all the above mentioned documents need not be attached on application will be requested only if shortlisted). Recommendations: Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached (only if shortlisted) Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.
<u>DUTIES</u>	:	Identify and assess the need for TB and MDR TB services in the District. Ensure availability and implementation of relevant policies, guidelines and protocols and monitoring and evaluating thereof. Conduct or ensure training of Health care workers on TB services. Undertake health facility visits to ensure quality TB services. Ensure constant and adequate supply of TB medication. TB stationery and TB diagnostic material. Review case report forms submitted

by facilities for completeness, timeliness, adherence to policies and institution of control measures. Ensure that TB surveillance monthly, quarterly reports are compiled. Ensure the implementation/management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme. Respond to general questions from the public, health providers, private sector, etc. about TB affecting the community and communicates the risks, prevention, and control measures associated with TB. Monitor indicators/ surveillance data which measure health practices in the District, in order to provide support and report on findings to district health management. Network with other provincial department and NGO'S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district.

ENQUIRIES : Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
APPLICATIONS : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450.

NOTE : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

CLOSING DATE : 25 November 2022

POST 43/215 : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CRITICAL CARE REF NO: PN (SPECNURSSTREAM) CRIT CARE /2/2022 (X4 POSTS)**
 Department:-Cardiac Neuro-surgery and Paediatric ICUs.

SALARY : Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
 Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Critical Care Nursing Science. Current registration with SANC as Professional Nurse and Critical Care Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable

experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in Critical Care Specialty after obtaining the 1 year post basic qualification in Critical Care Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

ENQUIRIES : Ms. NO Mkhize Tel No: 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 25 November 2022

POST 43/216 : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: MAD 03/2022) (X1 POST)**

SALARY : Grade 1: R388 974 – R450 939 per annum
 Grade 2: R478 404 – R588 390 per annum
 Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

<u>REQUIREMENTS</u>	:	Diploma / Degree in General Nursing A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge, Skills, Training And Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male).
<u>CLOSING DATE</u>	:	02 December 2022
<u>POST 43/217</u>	:	<u>PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CHILD NURSING/PAEDIATRICS REF NO: PN (SPECNURSTREAM) /PAEDS/2/2022</u> Department:-Paediatric ward
<u>SALARY</u>	:	Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional. Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Paediatrics/Child Nursing Science. Current registration with SANC as Professional Nurse General and Child Nurse Specialist. A minimum

of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in general Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in Paediatric unit after obtaining the 1 year post basic qualification in Child/Paediatric Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Be familiar with all healthcare programs aimed at improving health outcome of paediatric patients. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES

: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

**ENQUIRIES
APPLICATIONS**

: Ms. NO Mkhize Tel No: 031 2401063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 25 November 2022

POST 43/218 : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: EMS/09/2022**

Re – advertised: applicants who previously applied need to re -apply

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R588 390 per annum
(Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Emmaus Hospital
: Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, PLUS 1 (one) year post basic qualification in advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Midwifery NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills Knowledge of Public Service acts, regulations and policies, Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices, Knowledge and implementation of Batho Pele principles ,patients' rights charter and code of conduct, Leadership, supervisory and good communication skills, Team building and across cultural awareness.

DUTIES : To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures, to participate in quality improvement programs and clinical audits. Be able to identify and manage obstetrical emergencies. Proper and effective reporting of patient's safety incidents. Impart knowledge of obstetric emergency and management e.g. ESMOE drills. Provide guidelines and leadership within the unit. Assist on quality data management of programs under mother and child.

ENQUIRES APPLICATIONS : Ms. T.N.Maphumulo Tel No: 036 488 1570 EXT 8315
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications. ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling, resettlement allowance will be paid for interview attendance.

CLOSING DATE : 25 November 2022 at 16:00

POST 43/219 : **ASSISTANT DIRECTOR OCCUPATIONAL HEALTH AND SAFETY REF NO: ETH0911/2022**

Cluster: Human Resource Management

SALARY : R382 245 per annum, plus benefit i.e 13th Cheque, pension, Medical Aid (Optional) Housing Allowance (Conditional).

CENTRE REQUIREMENTS : Ethekwini Health District Office
: Senior Certificate Grade 12 or equivalent qualification; National Diploma/ Bachelor's Degree or equivalent qualification in Environmental Health or Safety Management. A minimum of three-year operational experience in a technical or trade environment. Registration with an approved professional body or Institute. Knowledge, Skills, Training, Competencies Required: Verbal and written communication. Report writing skills. Good facilitation and presentation

skills. Negotiation and problem solving skills. Knowledge of District Health System. Knowledge and application of the Occupational Health and Safety Act (Act 85 of 1993) and all relevant prescripts. Human Resource Management. Financial Management skills. Risk Management. Organising skills. Influencing skills. Analytical skills. Motivation skills. Aptitude of research to acquire new knowledge swiftly. Computer literacy on MS Office software application.

DUTIES : Provide technical advice on Health & Safety issues related to the processes, including maintenance of buildings, plants, machinery and infrastructure in order to promote risk free environment. Provide Health and Safety advice guidance during planning, design and construction of new buildings and procurement of equipment. Ensure the development policies, safety manuals, guidelines and protocols to ensure that the program is managed effectively and efficiently. Assist with strategic planning initiatives to ensure that safety policy and priorities are included in all District Objectives. Oversee the effective management of Health and Safety program through the implementation of policies, legislative imperatives and relevant municipal by-laws within the District. Ensure that all institutions and facilities have functional Health and Safety Committees in accordance with the OHS Act. Manage the promotion of Occupational Health and Safety through ensuring that induction, orientation, and continual OHS training programs are developed and implemented. Ensure participation in implementation of a sustainable Internal Disaster Management system in all health facilities within the district. Co-ordinate, monitor and evaluate through audits all institutions and facilities risks by ensuring that risk assessments are conducted and action plans are attached. Ensure continued Safety Quality Improvement by ensuring that Safety Officers in the institutions and facilities develop QIPs. Ensure continued and updated OHS information is disseminated to all safety officers by conducting district meetings, attending provincial safety meeting and attending other relevant stakeholders meetings. Ensure that all incidents/ accidents are recorded, investigated and reported in terms of section 24 and 25 of the OHS Act. Serve in all institutional investigation committees for major incidents/ accidents. Ensure management of health and safety statistical information through developing monitoring tools, collecting, capturing and analyzing data for the District and reporting to Head office

ENQUIRIES APPLICATIONS : Mr SR Hamilton Tel No: 031 273 5281 / 5340 / 5461 / 5516

Posted to: The District Director EThekwini District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekwini District Office; 85 King Cetshwayo Highway, Durban, 4000.

FOR ATTENTION NOTE : Mrs NF Mapumulo

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A comprehensive CV (with detailed experience) should accompany the Z83 only. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to bring evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will have to submit documentary proof to that effect.

CLOSING DATE : 25 November 2022

POST 43/220 : **RADIOGRAPHER – DIAGNOSTIC IMAGING REF NO: RADDIAGIMAG/1/2022 (X1 POST)**
Department: Diagnostic Radiology

SALARY : Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance: Employee must meet prescribed requirements.

Inkosi Albert Luthuli Central Hospital

An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES

Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning .Perform overtime duties as required.

**ENQUIRIES
APPLICATIONS**

Mrs B V Mfeka Tel No: 031 240 1950

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

NOTE

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date,

		kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/221</u>	:	<u>SOCIAL WORKER REF NO: POM 13/2022</u>
<u>SALARY</u>	:	Grade 1: R261 456 – R303 093 per annum Grade 2: R321 546 – R369 258 per annum Grade 3: R389 991 – R452 106 per annum Other benefits: 13th cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pomeroy CHC Grade 12 or equivalent. Bachelor`s Degree / Diploma in Social science / Social work. Computer literacy. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of interview. Recommendation: Verifiable experience in a relevant field, preferably, under Employee Wellness. Knowledge; Skills; Training and Competencies Required: Sound knowledge of the Public Sector; Employee Wellness, guidelines and standards; Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Proficiency in Counselling, HIV/AIDS Counselling, Crisis Intervention, Conflict Management, Change Management, Time Management, Policy Development, Tact and Diplomacy, Planning and Organisational Skills. Good interpersonal relations, communication, facilitation, presentation and report writing, innovation skills. Ability to work under pressure with good tact and diplomacy. Sound professional and ethical behaviour including professionalism, team orientation, reliability, confidentiality, etc.
<u>DUTIES</u>	:	Develop and ensure implementation of the unit plan in line with facility operational and provincial plans, including annual calendar. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Conduct assessments to identify personal and/or work related problems of employee. Provide short-term interventions and referring legible clients to appropriate professionals and other resources. Establish, facilitate, monitor and evaluate the impact of Employee Wellness Programmes (EWP). Provide and assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of EWP within institution. Ensure the implementation of Special and Support Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. To provide optimal service support to clients attending Pomeroy Cluster. Counselling and therapeutic services to victims of rape and domestic violence. Produce and maintain records of social work interviews, processes and outcomes. Improve service delivery e.g. doing educational talks to the patients and community at large, doing community awareness, visit different clinics and school from the Msinga sub-district and Visit community members and different stakeholders. Record keeping e.g. record all patients seen by social worker, record meetings and training attended. Promote work life balance. Ensure the effective efficient & economical management of allocated resources of division. Conduct psychosocial assessments of patients and their families. Foster inter-sectoral collaboration. Execute & evaluate social work programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.L Majozi Tel No: (034) 662 3319 All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 Or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM

16/2021). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

- CLOSING DATE** : 25 November 2022
- POST 43/222** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: POM 15 /2022**
- SALARY** : R261 372 - R307 890 per annum. Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Pomeroy CHC
Senior Certificate / Grade 12. 3-5 years' experience in Human Resource Practices. Certificate of service endorsed by Human Resource Department must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Computer Literacy. PERSAL certificate Knowledge; Skills; Training and Competencies Required: Knowledge of policies, regulations, acts practices and key legislative prescripts related to Human Resource Practices. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to detail in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality. Knowledge of computer software i.e. MS word, Excel, PowerPoint, Outlook etc. Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills. In depth knowledge of Human Resource practice. Ability to draw and analyse PERSAL reports. Strong leadership ability. Decision making and problem solving.
- DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service being provided. To check and approve PERSAL transaction and to give guidance to Human Resource Officers in respect of PERSAL functions. Implement policies and procedures related to Human Resources. Ensure effective utilisation of resources in the Human Resource component. Manage performance management and development for HR Officers. Ensure all records are maintained and updated regularly. Assist with data management and submission of reports. Attend meetings, workshops and functions in the capacity as a supervisor. Ensure sound Labour relations within the institution. Ensure that employment practices i.e. selection, recruitment and appointment verification of qualification, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Knowledge of leave management, PILIR and service benefit. Management of overtime and commuted overtime. Ensure Debt Management processes are in line with policies and procedures. Conduct in-service trainings related to human resource matters within the institution.
- ENQUIRIES APPLICATIONS** : Mr. MP Khoza Tel No: 034-662 3408
All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 16/2021). Failure to comply with the above instructions will disqualify the

applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE

: 25 November 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications may be hand-delivered, as follows: Hand Delivery: 3rd Floor Office: 315 and 316 44 Schoeman Street Land Bank Building, Polokwane. Applications must be posted to follows address: Provincial Head: Human Resource Management and Development, South African Police Service, Limpopo Province, Private Bag X9428, Polokwane, 0700
- CLOSING DATE** : 25 November 2022 at 16:00
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. External Advertisement of Posts for Appointment Purposes In Terms of the Public Service Act, 1994 (Act No 103 Of 1994): 2022 / 2023 Financial Year: Limpopo Province

OTHER POSTS

- POST 43/223** : **SECURITY OFFICER (X50 POSTS)**
- SALARY CENTRE** : R124 434 per annum (Level 03)
: SIBASA VSS Ref No: LIM 35/2022 (X3 Posts)
: Modimolle VSS Ref No: LIM 36/2022 (X6 Posts)
: Tzaneen VSS Ref No: LIM 37/2022 (X3 Posts)
: Musina VSS Ref No: LIM 38/2022 (X6 Posts)
: Seshego VSS Ref No: LIM 39/2022 (X12 Posts)
: Provincial Amourers Ref No: LIM 40/2022 (X4 Posts)
: Provincial SCM Ref No: LIM 41/2022 (X3 Posts)
: Polokwane SAPS Garage Ref No: LIM 42/2022 (X6 Posts)
: Provincial Commissioner Ref No: LIM 43/2022 (X7 Posts)

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contactors, electronic searching of employees, visitors and contactors; Authorize entry in to the premises to employees, visitors and contactors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Enquiries can be directed to the following people Lt Colonel Kobe / PPO Nemaguvhuni, PPO Manoko, PO Kola or PO Mphela Tel No: (015) 290 6094 / 6024 / 6026 /6131

POST 43/224 : **GENERAL WORKER (X10 POSTS)**

SALARY CENTRE : R104 073 per annum (Level 02)
: Matlerekeng SAPS Ref No: LIM 25/22 (X1 Post)
: Mokopane SAPS Ref No: LIM 26/22 (X1 Post)
: Mphephu SAPS Ref No: LIM 27/22 (X1 Post)
: Masisi SAPS Ref No: LIM 28/22 (X1 Post)
: Mutale SAPS Ref No: LIM 29/22 (X1 Post)
: Bulgerivier SAPS Ref No: LIM 30/22 (X1 Post)
: Rankin's Pass SAPS Ref No: LIM 31/22 (X1 Post)
: Vaalwater SAPS Ref No: LIM 32/22 (X1 Post)
: Dorsert SAPS Ref No: LIM 33/22 (X1 Post)
: Provincial Commissioner Ref No: LIM 34/22 (X1 Post)

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;.A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: Enquiries can be directed to the following people Lt Colonel Kobe / PPO Nemaguvhuni, PPO Manoko, PO Kola or PO Mphela Tel No: (015) 290 6094 / 6024 / 6026 /6131

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>CLOSING DATE</u>	:	25 November 2022
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

MANAGEMENT ECHELON

<u>POST 43/225</u>	:	<u>DIRECTOR: INSTITUTIONAL PERFORMANCE MANAGEMENT REF NO: MPDOH/NOV/22/37</u> (Replacement)
<u>SALARY</u>	:	R1 073 187 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in

government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : To manage the implementation of monitoring and evaluation systems for performance management including the management of routine health information. Implementation and maintenance of an integrated monitoring and evaluation system. Co-ordinate routine Health Information Management Systems.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 43/226 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: MPDOH/NOV/22/38**
(Replacement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS: Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spread sheet and word processing packages. Conversant with all prescripts regarding financial administration.

DUTIES : To manage and maintain sound management accounting services. Manage and facilitate budgeting processes. Manage and render revenue and bookkeeping services. Manage and render expenditure monitoring and reporting processes. Manage cost centre implementation and maintenance.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 43/227 : **DIRECTOR: SPECIAL PROJECTS REF NO: MPDOH/NOV/22/39**
(Replacement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government

prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : To facilitate and coordinate the implementation of special projects and flagship programmes. Design and facilitate the implementation of special projects in support of departmental operations. Develop and manage project and financial plans for identified projects. Facilitate the planning and implementation of donor funded projects. Monitor and report on the implementation of identified projects. Promote communication and stakeholder participation. Ensure compliance with the DORA with regard to conditional grants.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 43/228 : **DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/NOV/22/40**
(Replacement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Ehlanzeni District Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. A valid driver's licence.

DUTIES : To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

OTHER POSTS

POST 43/229 : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/NO/22/41**
(Replacement)

SALARY : R882 042 per annum, (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Embhuleni Hospital (Gert Sibande District)
	:	An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 43/230</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): PRIMARY HEALTH CARE REF NO: MPDOH/NOV/22/42</u> (Replacement)
<u>SALARY</u>	:	R856 272–R963 723 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mkhondo, Pixley Ka Seme Msukaligwa Cluster Sub-Districts (Gert Sibande District)

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2022) plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of Primary Health Care, Knowledge of support services with relevant to people management, Facility management and supervision, Good Communication skills, Strong Leadership managerial, organisational strategic, operational and contingency planning skills, independent decision making, problem- solving skills and interpersonal skills. Computer literacy (MS Word, Excell and Power point), Valid drivers licence.
<u>DUTIES</u>	:	Efficient and effective strategic leadership of the sub-districts Primary Health Care Services, management of personnel administration, support and supervise the Assistant Manager PHC and Operational Managers, human resource management and training, disciplinary procedures, labour relations. Manage sub-district budget, support in the maintenance of Ideal Clinic and OHSC Accreditation for PHC facilities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 43/231</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: MPDOH/NOV/22/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Health related field / or Management Science with at least 3 - 5 years' relevant experience in post qualification experience in a healthcare service of which three (3) years must be at supervisory level (ASD) in district health Services delivery planning and monitoring. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's licence
<u>DUTIES</u>	:	Facilitate strategic and other planning workshops within the district to ensure consultation, buy in and the determination of the priorities, monitor and evaluate the performance of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers, support all district programs and service delivery activities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 43/232</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/22/44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Health related field with at least 3 - 5 years' relevant experience in post qualification experience in a healthcare service of which three (3) years must be at supervisory level (ASD) in Quality Assurance settings. A postgraduate qualification in quality management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery

innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's licence.

DUTIES

: Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private health establishments in the province.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 43/233 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC RECONSTRUCTIVE SURGERY)**

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. Competencies (knowledge/skills): Skills and experience in undergraduate and postgraduate teaching and training. Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Support to postgraduate and Masters' students. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Ability to communicate effectively (verbal and written) in at least two of the three official languages. Ability to work in a team.

DUTIES : Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond. Help manage the out-patient service for Plastic Surgery. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Actively participate in all the academic activities of the division including performing and overseeing research. Train under/post-graduate students, including elective students, and other allied health personnel.

ENQUIRIES APPLICATIONS : Prof S Adams Tel No: (021) 406-6415
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 on or before the day of the interview."

CLOSING DATE : 25 November 2022

POST 43/234 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**

SALARY : R571 242 per annum
CENTRE : Groote Schuur 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 a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Operating Theatre Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

DUTIES

: Provide leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES

: Mr A Mohamed Tel No: (021) 404-2071

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

: 25 November 2022

POST 43/235

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**

Chief Directorate: Metro Health Services

SALARY

: R571 242 (PN-B3) per annum

CENTRE

: Khayelitsha Community Day Centre (X1 Post)

Nomzamo CDC (X1 Post)

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 and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. 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 a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operation in a Primary Health Care Facilities. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.

DUTIES

: Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

- ENQUIRIES** : Ms NM Matiso at 074 199 8834, email: Ndabazabo.Matiso@westerncape.gov.za, Nomzamo CDC
Mr DB Grootboom Tel No: (021) 360 5207, email: Desmond.Grootboom@westerncape.gov.za, Khayelitsha CHC
- 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.
- POST 43/236** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : R571 242 per annum, (Plus, a non-pensionable rural allowance of 8% of basic annual salary)
- CENTRE** : Greyton Clinic (Bereaville and Voorstekraal) Theewaterskloof 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 and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse in with the SANC General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).
- DUTIES** : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPS, HAST School Health) and Quality Assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
- ENQUIRIES** : Mr V Maseko Tel No: (028) 212-1070
- 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. Short-listed candidates may be required to do a practical test. Shortlisted candidates may be required to a competency assessment.
- CLOSING DATE** : 25 November 2022
- POST 43/237** : **ASSISTANT MANAGER NURSING AREA (NIGHT DUTY)**
Chief Directorate: Metro Health Services
- SALARY** : R571 242 per annum
- CENTRE** : Eerste River Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years if the period

referred above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Working night duty. Willingness to work overtime, weekends, public holidays as required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of three official languages of the Western Cape and a strong sense of confidentiality and trustworthiness. Good managerial, supervisory, negotiation, interpersonal, problem solving, change management, decision making skills, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service and Ideal Hospital Standard. Computer literacy (MS Word, Outlook, Excel and PowerPoint).

DUTIES : Effectively manage the utilisation and supervision of physical, human, and financial resources in accordance with legislation and policies. Provide management support, guidance, and direction to personnel under her or his supervision towards the realisation of strategic goals and objectives of the Nursing Division on night duty. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Maintain constructive working relationships with nursing personnel and other stakeholders (multidisciplinary teamwork) and coordinate the provision of effective training and research.

ENQUIRIES : Ms MM Lumphondo Tel No: (021) 902-8010/57
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 : 25 November 2022

POST 43/238 : **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR: GRADE 1 PACS/RIS (PROVINCIAL CLINICAL PROJECT CO-ORDINATOR)**
 Directorate: Information Management

SALARY : Grade 1: R473 112 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. Experience: **Grade 1:** A minimum of 3 years appropriate/recognisable experience in the relevant profession after registration with the Health Professions of South Africa (HPCSA) as a Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): It would be advantageous to have project management experience in HIS/RIS/PACS. Medical Imaging domain knowledge and skill is required, coupled with strong business orientation and a broad experience in managing Information Management, Information Technology related activities and medico legal risks. Knowledge and skill of HIS/RIS/PACS Systems, solutions, and applicable international healthcare standards (DICOM, IHE, HL7). Interoperability and integration knowledge and skill. Knowledge and skill of Digital imaging modalities and medical cross capability imaging workflows. Knowledge of other clinical digital systems. Knowledge of Vendor Neutral Archive systems. Knowledge and Skill of PACS RIS procurement processes. Project management knowledge and skill in HIS/RIS/PACS including HL7 RIS billing and teleradiology. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.

DUTIES : Manage the PACS/RIS and other clinical programme for the province in its central, regional and large district hospitals; this includes standardised design parameters, implementation, monitoring and evaluation. Document the enterprise workflows and current business processes applicable to the PACS/RIS and other clinical systems in designated healthcare facilities. Ensure integration of the RIS or other clinical system with the HIS system and coordinating of the implementation. Prepare the sites (including server rooms and technical infrastructure) and install the PACS/RIS and/or other clinical

solutions at designated hospitals. Manage and support all technical aspects of PACS/RIS and the Vendor Neutral Archive. Manage and support all technical aspects of Clinical digital systems. Monitor the effective and efficient functioning of PACS/RIS within the Western Cape including the Vendor Neutral Archive. Monitor the effective and efficient functioning of Clinical digital systems within the Western Cape.

ENQUIRIES : Ms DJ Purdy Tel No: (082) 373-6049
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 : 25 November 2022

POST 43/239 : **CLINICAL PROGRAM COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Central Karoo District

SALARY : R450 939 per annum (PN-A5), (plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Central Karoo District Office (stationed in Beaufort West)
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 SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training 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 Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Beaufort West Sub District with all other quality related services.

ENQUIRIES : Ms J Nel Tel No: (023) 414-3590
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 : 25 November 2022

POST 43/240 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)**

SALARY : Grade 1: R388 974 (PN-B1) per annum
 Grade 2: R478 404 (PN-B2) per annum

CENTRE : Western Cape College of Nursing (stationed at Metro West Campus)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Valid code (B/EB) drivers licence. Willingness to travel to all campuses. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.

DUTIES : Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of the clinic.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801
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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council."

CLOSING DATE : 25 November 2022

POST 43/241 : **PROFESSIONAL NURSE GRADE1 TO 2 (SPECIALTY: ONCOLOGY, ORTHOPEDICS OR OPHTHALMOLOGY) CLINICAL FACILITATOR**

SALARY : Grade 1: R388 974 (PN-B1) per annum
 Grade 2: R478 404 (PN-B2) per annum

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology or Medical and Nursing Science: Orthopedics or Medical and Nursing Science: Ophthalmology. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Basic Computer Literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.

DUTIES : Facilitate learning opportunities for all Nursing personnel and students. Provide professional, technical, and educational support for the provision of quality patient care through proper management of nursing care programmes. Facilitate the in-service training updating of skills and competencies as well as the orientation programme for nurses and students and support nursing research. Evaluate and assess the competencies and skills of nursing personnel and students, Ensure appropriate placement and accompaniment of

		nursing personnel and nursing students. Effective Management of Financial and Human resources.
<u>ENQUIRIES</u>	:	Mr. A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates 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 on or before the day of the interview."
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/242</u>	:	<u>CLINICAL PAIA ADMINISTRATOR: INFORMATION MANAGEMENT</u> Directorate: Information Management Sub-directorate: Records Management
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year Health related qualification. Registration with a professional council: Registrable with SA Nursing Council or other health related professional body. Experience: Appropriate experience in a health-related profession. Preference will be given to candidates with Health Quality Assurance experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Ability to manage a transversal function. Adherence to legal prescripts. Understanding of medico-legal risk. Attention to detail. Organisational and networking skills. Good interpersonal and communications skills. Computer literacy.
<u>DUTIES</u>	:	Provide specialised clinical support to the Deputy Information Officer. Assess medico-legal risk in requested records and liaise with medico-legal advisor. Assess the right of access to requested records. Oversee compliance with the PAI Act and regulations. Draft statutory and management reports and manuals. Conduct liaison and training across the department. Supervise PAIA staff. Supervise and monitor administrative processes.
<u>ENQUIRIES</u>	:	Mr E Reynolds Tel No: (021) 483-4661
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/243</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Drakenstein Sub-district
<u>SALARY</u>	:	Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum
<u>CENTRE</u>	:	Cape Winelands Health District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid Code EB/EC driver's licence Perform standby duties and overtime as required. Willing to travel. Competencies (knowledge/skills): Appropriate experience in electrical field especially in maintenance and repairs. Keeping abreast with new techniques and materials Knowledge of the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in MS Word, Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to conduct fault finding exercises and do /service repairs down to component level. Supervisory skills.
<u>DUTIES</u>	:	General Administration of the Workshop including the Stock take and safekeeping of tools and materials Day to day planning and management of

job cards including workload management. Planning and procurement of materials and equipment and quality control of completed works, Carry out technical investigations, provide technical support to clients and provide input to the operational plan of the workshop, administration of work including reporting. Liaise with the relevant Hospital workshop, Directorate Hospital Maintenance and Engineering Services as well as Technical and Engineering Workshop. Supervision of Tradesman Aid and interns and manage the Disciplinary procedures. Assist with the execution of engineering projects/repairs at the institutions. Ability to write specifications.

ENQUIRIES : Ms A Cupido-Jacobs Tel No: (021) 877-6400
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 : 25 November 2022

POST 43/244 : **ORTHOPAEDIC AND PROSTHETIC ASSISTANT GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R170 955 per annum
CENTRE : Orthotic and Prosthetic Centre, Pinelands
REQUIREMENTS : Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professions Council of South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Orthotic and Prosthetics Assistant after in-house training. Inherent requirement of the job: Ability to lift patients. Competencies (knowledge /skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently. Computer Literacy skills. Good Communication and interpersonal skills. Technical abilities.

DUTIES : Admin involved in completion of a job. Assessment, measuring and casting of patients' feet for orthopaedic shoes and foot orthotics. Assistance to technicians in all aspects of production and manufacture of Orthotics and Prosthetics. Leather work and sewing of straps or belts for use in appliances. Maintenance of equipment. Manufacturing of and repairs to orthopedic footwear and foot orthotics.

ENQUIRIES : Mr J Swiegers Tel No: (021) 531 5300
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 on or before the day of the interview."

CLOSING DATE : 25 November 2022

POST 43/245 : **MESSENGER: ENVIRONMENTAL HYGIENE SERVICES**

SALARY : R104 073 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Experience. Inherent requirement of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills and able to work independently. Basic computer literacy skills. Able to work independently. Willingness to undergo training.

DUTIES : Collecting and delivery of posts (i.e. letters, memos, etc.), folders, x-rays, case notes and any other documentation. Assist Ward Clerks to locate patient folders throughout the entire Hospital. Deliver and collect blood specimens, blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

ENQUIRIES : Mr A Mohapi Tel No: (021) 404-2301
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 : 25 November 2022

POST 43/246 : **CLEANER**
West Coast District

SALARY : R104 073 per annum
CENTRE : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a hospital environment.

DUTIES : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving of meals and beverages.

ENQUIRIES : Ms E Jonkers Tel No: (027) 482 2166
APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Mr SP Cupido
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 November 2022

POST 43/247 : **CLEANER**
Garden Route District

SALARY : R104 073 per annum
CENTRE : Bongoletu Clinic, Oudtshoorn & Kannaland Sub-district
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Relief duties in other clinics when necessary. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of basic cleaning and maintenance of equipment. Ability to function in a group and to work under pressure. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors/passages/furniture, empty dustbins, and sort soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.

ENQUIRIES : Ms NC Jackson Tel No: (044) 274-0929
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 25 November 2022