

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2019

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

AMENDMENTS

WESTERN CAPE EDUCATION DEPARTMENT: Kindly note that the post of Director: Financial Accounting with Ref No: 119 advertised in Public Service Vacancy Circular 17 dated 17 May 2019, the URL for applying for vacancies should be <https://wcedonline.westerncape.gov.za> and not https://www.scubedonline.co.za/recruitment_wced. Please note the closing date has been extended to 07 June 2019. **GOVERNMENT PRINTING WORKS:** Kindly note that the post of Warehouse Clerk (Limpopo) with Ref No: (GPW 19/23) advertised in Public Service Vacancy Circular 18 dated 24 May 2019, has been withdrawn.

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DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane
- CLOSING DATE** : 21 June 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

- POST 19/01** : **ASSISTANT DIRECTOR: ARTS AND CULTURE ENRICHMENT PROGRAMMES**
REF NO: DBE/33/2019
Chief directorate: Social Inclusion and Partnerships in Education
Branch: Care and Support in Education
Directorate: Sport and Enrichment in Education
- SALARY** : R470 040 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or a three-year relevant post matric qualification in social sciences, performing arts or education (a relevant postgraduate qualification will be an added advantage). This should be supported by 3 years' experience in education, arts education and sport administration. Excellent communication, inter-personal and writing skills are vital. Proven experience in the management of large scale sports or arts and culture projects will be an advantage. A valid driver's license, be willing to work long hours and travel extensively. Note: The position requires a proactive person with strong conceptual, strategic and operational leadership skills. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote arts and culture enrichment programmes and also support school sport.
- DUTIES** : The successful candidate will manage school arts Education Enrichment Programmes; develop guidelines and frameworks that support the implementation of Arts and Cultural enrichment activities; co-ordinate and promote Arts and Cultural programmes in the Basic Education sector; draw up the Annual National School Arts Festival Plan in collaboration with Department of Arts and Culture and other partners; undertake research monitoring and evaluation on school arts and culture enrichment programmes; co-ordinate and compile reports from provinces regarding Arts and Cultural programmes; manage and engage with partners in the field of Arts Education; liaise and support curriculum section dealing with Arts Education; assist to formalise partnerships between the Department and other relevant stakeholders; assist to manage and monitor the implementation of partnership programmes; coordinate and manage multi-stakeholder meetings on the delivery of Arts and Culture and other Enrichment Programmes; assist to liaise and co-operate with provincial education departments, national government departments, universities, research organisations, as well as NGOs and civic

organisations on arts and culture; compile monthly, quarterly and annual progress reports; meeting with individual organisations regarding proposals to the Department; compile submissions; compile responses to Parliamentary questions; handle general enquiries on Sport, Arts and Culture; draft agendas and minutes as required; represent the directorate, both internally and externally as required; liaise with and report to project funders as required; perform any other tasks as required by the Director and Deputy Director: Sport and Enrichment in Education.

ENQUIRIES

:

Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

NOTE

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All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : All applications must be submitted to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- CLOSING DATE** : 14 June 2019 @ 15h45
- NOTE** : Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 14 June 2019 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated.

OTHER POSTS

- POST 19/02** : **DEPUTY DIRECTOR: CONTRACT COMPLIANCE REF NO: HO 2019/06/01**
Directorate: Contract Management
- SALARY** : R733 257 per annum (all-inclusive package)
- CENTRE** : National Head Office
- REQUIREMENTS** : Recognised three (3) year degree or national diploma in Supply Chain Management. 3-5 years' experience in a supervisory level. Valid driver's license. Computer literacy. Competencies and attributes: PFMA - compilation of budgets, estimation, expenditure and reporting. Administrators Guide on the Promotion of Administrative Justice Act. Financial Administrative Procedures (FAP) regarding claims, expenditure, advances, payments, invoices, etc. Financial directives/circular and Basic Accounting System (BAS). HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Personnel directives/circulars. General and special conditions of contracts. Public Service Regulations. Public Service Act. Analytical thinking. Applied strategic thinking. Diversity management. Good communication, presentation, report writing,

facilitation, training, problem solving and decision making skills. Time management. Assertiveness. Change Management. Project management.

DUTIES : Management of the sub-directorate: Control/facilitation of training courses. Control/Performing of performance assessments of personnel (term reviews/annual assessment). Managing of the manpower plan. Preparation and presentation of ad hoc subjects at National Logistic Conferences. Representing of the sub-directorate at provincial work sessions on invitation of Regional Commissioners. Compliance control of capital equipment, professional services and general stock: Control the distribution and interpretation of contracts. Control general contract administration with regard to capital equipment, professional services, APOPS and general stock. Control contract deviation administration. Control compliance with commercial law when enacting penalties against suppliers. Consideration of appeals. Contract support to suppliers and users. Facilitate the continuation of transversal/ad hoc period contracts. Monitor supplier performance. Long term supplier relationships. Control proper safekeeping of contracts. Advise auditors, users and inspectorate with regard to contract deviations. Submit management information to management. Control monitoring visits to practise. APOPS Contract Management: The management of Public Private Partnership contracts. The maintenance of Public Private Partnership contracts. The financial management of Public Private Partnership contracts. The monitoring of socio economic empowerment during operational phase of the contract. The control of insurance's. Control over invoices/payments.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/03 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: HO 2019/06/02**
Directorate: Logistics

SALARY : R733 257per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year degree or national diploma Logistics or relevant field. 3-5 years' management experience in supply chain management. Valid driver's license. Computer literacy. Competencies and Attributes: Managing interpersonal conflict and resolving problems. Liaison (internal/external). Analytical thinking, applying strategic thinking and technology. Decision making, advisory skills and productivity. Responsibility in respect of personnel issues. Initiative, integrity and credibility. Honesty and accountability in respect of personnel related issues. PFMA chapter 5, BAS Manuals, GRAP, Treasury Regulations, Public Service Regulations and applicable sections of the White Paper on Corrections. DCS Strategic Plan (applicable sections). HRM Policies/procedures and Labour legislation. Supply Chain Manuals - Procurement, PASM chapter 12, 14, 15, 17.

DUTIES : Manage the Sub-directorate Physical Asset Management. Formulate, develop and maintain a need based supply chain management system. Provide needs based information and support to management. Inform, guide and advise departmental employees on asset management matters to promote correct implementation of sound asset management practices. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/04 : **DEPUTY DIRECTOR: OFFENDER INFORMATION REF NO: HO 2019/06/03**
Directorate: Information Management

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognized degree or national diploma in Information Management or relevant field. 3-5 years' managerial experience in a similar environment Computer literacy. Valid driver's licence. Competencies and attributes: Communication and project management. Strategic management. Change management. Planning and organising skills. Human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts.

- DUTIES** : Manage design of offender systems. Management of offender systems. Ensure compliance with policy and internal control measures. Marketing of Management Information System (MIS). Testing of Offender Systems. Data Integrity. Management of human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
- POST 19/05** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: HO 2019/06/04**
Branch: Office of the CDC Human Resources
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)
: National Head Office
: Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Computer literacy. Valid driver's licence. Competencies and attributes: Policy coordination. Communication. Project and programme management. Change Management. Client Orientation and Customer focus. Problem solving and analysis. Service Delivery Innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
- DUTIES** : Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner's office. Research and benchmark on issues pertaining to strategic management. Management of human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- POST 19/06** : **DEPUTY DIRECTOR: STRATEGIC DEVELOPMENT AND MEDIA LIAISON REF NO: HO 2019/06/05**
Directorate: Public Education, Stakeholder Relations and Media Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)
: National Head Office
: Recognized degree or national diploma in Public Relations/Corporate Communication/Journalism or equivalent qualification. Sound relevant experience preferably in media liaison and media services positions. 3-5 years relevant experience in management. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of prescripts and government regulations. Project management skills. Excellent communication and interpersonal skills. Applied strategic thinking skills. Planning and organizing skills. Report writing skills. Editing and proofreading skills. Strategic capability and leadership. Project and programme management. Financial management. Change management. Integrity and honesty. Knowledge management. Service delivery innovation and creativity. Problem solving and analysis. People management and empowerment. Client orientation and customer care. Honesty and integrity. Good work ethics. Confidentiality. Interpersonal relations. Time management. Openness and transparency. Good interpersonal relations. Ability to influence and create impact. Tact and diplomacy. Willingness to travel, decision making and security awareness.
- DUTIES** : Assist in effectively and economically managing the department's needs for public education, stakeholder relations and media services, including strategic planning and operational planning. Financial and human resource management of the sub-directorate: Public Education and Media Liaison. Develop and implement policies, procedures, strategies and programmes for public education, media services and stakeholder relations. Assist with the establishment of effective mechanisms for overall communication impact assessment, inclusive of environmental scanning as well as media monitoring and daily media analysis. Build a comprehensive network of partners within and outside the department and government to ensure integration

and improved impact of public education campaigns and media services. Give key support in the management of media campaigns. Write speeches and speakers' notes. Handle media enquiries effectively and efficiently. Drive and coordinate the generation of good news to cater for various formats preferred by the media, inclusive of media statements, media briefings, features, audio and video clips, documentaries, live interviews, etc. Draft information fact sheets and "frequently asked questions" to support media relations activities. Ensure availability of updated press kits. Assist in briefing key branch managers to respond to media and provide necessary support and guidelines through communication and training of spokespersons. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/07 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: HO 2019/06/06**
Directorate: Internal Communication and Media Production

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Communications or equivalent qualification. 3-5 years management experience in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes advanced communication skills (verbal and written). Tact and diplomacy. Interpersonal relations. Knowledge of communication strategy and development. Knowledge of the Public Service legislative frameworks. Communication strategy development and execution. Photography and journalism skills. Events management. Financial management. Human resource management. Good knowledge of government communications. Project management. Presentation skills. Ability to conduct research. Policy formulation. Decision making skills. Planning and organizing skills. Analytical thinking. Problem identification and solving.

DUTIES : Ensure sound administration of the sub-directorate Internal Communication. Assist with the development and implementation of internal communication strategies and internal communication plans / operational plans that guide communication with and between all internal audiences (officials, offenders, parolees, probationers and remand detainees). Develop, edit and publish the department's national staff newsletter. Manage communication services to inmates. Ensure that the department's intranet is modernized and that the content is continuously managed and updated. Manage a language editing service. Develop messages for the various internal audiences and package them for various channels/products, e.g. notices, newsletters, e-mails, intranet, sms, posters, pamphlets, leaflets, etc. Develop and maintain a DCS photo library and display selected photographs in an electronic photo gallery. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/08 : **DEPUTY DIRECTOR: MEDIA PRODUCTION REF NO: HO 2019/06/07**
Directorate: Internal Communication and Media Production

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year degree or national diploma in Communications or equivalent relevant qualification. 3-5 years relevant experience in a communications environment. Computer literacy. Valid driver's licence. Competencies and attributes: Communication and interpersonal skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Understanding of public service policy and legislative framework. Assertiveness. Willingness to travel. Applied strategic thinking. Ability to network. Diplomacy and tactful. Influence and impact. Knowledge of prescripts and government regulations. Planning and organising skills. Report writing skills. Editing and proofreading skills.

DUTIES : Provide effective and efficient media production services to the Department of Correctional Services with the aim to portray a positive image of the department.

		Manage media production processes. Manage the production of corporate publications. Network and liaise with internal and external stakeholders. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/09</u>	:	<u>DEPUTY DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/08</u> Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all-inclusive package) National Head Office B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification. 3-5 years management experience in a similar environment. Registration with the Institute of Internal Auditors of South Africa. Computer literacy. Valid driver's licence. competencies and attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Act and related regulations and standards for the Professional Practices of Internal Auditing. Risk Management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Project planning and management. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving, facilitation, coordination and leadership skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty. Willingness to travel.
<u>DUTIES</u>	:	Assist in the development of an annual operational and three (3) year strategic plan. Supervise, support and review audit engagements and assess audit results against engagements, objectives and scope. Determination of audit engagements resources and resource allocation. Perform high level and other audit engagements as and when necessary. Evaluate audit conclusions and recommendations. Compile draft and final audit reports. Perform follow-up on management action plans. Compile progress reports and where applicable attend entry and exit meetings to present the reports. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/10</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2019/06/09 (X2 POSTS)</u> Directorate: Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all-inclusive package) National Head Office National Diploma/degree in Risk Management/Auditing/Accounting/Economics. Five (5) years' experience in Risk Management and Internal Auditing environment of which 3 must be on supervisory level (ASD). Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, The Committee of Sponsoring Organizations (COSO) framework, King III report on corporate governance, labour legislation relevant to the post, anti-fraud, corruption policies and Public Service Regulations. Knowledge of risk management policies and procedures, risk management principles and philosophy. Government financial systems and knowledge of risk management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.
<u>DUTIES</u>	:	Manage the co-ordination and monitoring of risk management programs. Develop, review and implement risk management strategies, policies and procedures and annual risk management plan. Manage, implement review and improve risk

		management framework. Facilitate the institutionalisation of risk management. Conduct risk management awareness. Manage the maintenance of risk management systems. Monitor the regional and branches progress on mitigations. Liaise with external stakeholders on risk management. Assist in the development of the risk management plans. Coordinate risk management meetings. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/11</u>	:	<u>ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HO 2019/06/10</u> Directorate: Inspectorate
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Public Management or equivalent qualification. 3-5 years' experience on supervisory post in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Firearm skills and the use of relevant security technology. Communication. Project and programme management. Transformation management. Change management. Stakeholder management. Problem solving. Analysis. Service delivery innovation. Decision making. People management and empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act 111 of 1998 as amended. Assertiveness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.
<u>DUTIES</u>	:	Assist on compilation of the directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all regions, Private Public Partnership (PPP) correctional centres, training colleges and head office and priorities mandated by the national commissioner. Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Compilation of inspection reports to the national commissioner. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/12</u>	:	<u>OPERATIONAL MANAGER: COMMUNICABLE DISEASES REF NO: HO 2019/06/11</u> Directorate: Health Care Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Four (4) year degree or national diploma in accordance with R425 in nursing (basic R425 qualification) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy. Valid driver's license. Competencies and attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Good communication (both written and verbal). Interpersonal relations. Research principles. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.
<u>DUTIES</u>	:	Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Conduct

operational support visits at different correctional facilities and management areas. Management of resources. Management of performance information. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/13 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HO 2019/06/12 (X3 POSTS)**
Directorate: Risk Management

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma /Degree Risk Management/Auditing/Accounting or Economics. 3-5 years Risk Management experience or in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Risk management policies and procedures, risk management principles and philosophy. Government financial systems. Knowledge of risk management in the public sector. Knowledge of implementation of policies. Problem solving and analysis. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills.

DUTIES : Monitor and implement the risk management framework within DCS. Participate in the development and implementation of risk management framework. Conduct education and awareness on risk management. Monitor the application of risk management principles and environment. Monitor the regional progress reports. Liaise with external stakeholders on risk management. Coordinate regional risk management meetings. Monitor the capturing of data and maintenance of database on risk management information. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/14 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY REF NO: HO 2019/06/13**
Directorate: Office of the DC Chief Security Officer

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation skills. Conflict management skills. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure a smooth document flow system in the office of the Deputy Commissioner. Ensure compliance of return dates. Ensure quality control over the documentation forwarded to the Deputy Commissioner. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

<u>POST 19/15</u>	:	<u>ASSISTANT DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/14</u> Directorate: Internal Audit
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification or a 3 year National Diploma in Internal Auditing. 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resource management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty. Willingness to travel.
<u>DUTIES</u>	:	Conduct audit planning and reporting activities according to established policies. Assist in developing budgets and timelines for upcoming audits. Develop audit procedures. Supervise audit team to ensure quality and on-time delivery. Evaluate performance of audit staff and provide appropriate feedback. Assist in risk assessment and mitigation activities. Identify staff technical developmental requirements and assist in organizing training programmes. Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations. Evaluate and enhance internal controls to improve operational efficiency. Communicate audit status to management on a regular basis. Discuss with management audit observations, recommendations and actions to be taken. Prepare clear and complete audit work papers and store them in department repository. Analyse and resolve audit issues in a timely fashion. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/16</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: HO 2019/06/15</u> Directorate: Internal Communication and Media Production
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree or national diploma in Communications or equivalent. 3-5 years relevant experience in the communications environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of prescripts and government regulations (PFMA). Excellent communication skills. Planning and organizing skills. Report writing skills. Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skill. Conflict management. Training and development. Report writing. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Ability to network.
<u>DUTIES</u>	:	Language editing of documents, articles, texts for brochures, leaflets, etc. Ensure that the highest linguistic standards pertaining to the texts of marketing materials are maintained and provide advice in this regard. Proof reading of departmental publications for proper grammar and adherence to departmental style. Assist and guide writers (journalists and others) in improving their writing skills pertaining to English language. Assist with writing and/or rewriting of (headlines, captions, summaries, abstracts etc) information materials generated by authors with varying skills levels to ensure reader friendliness. Arrange for professional translations and proofreading of other South African languages when needed. Conduct research on language preferences and needs of the different target audiences of the

department and provide advice to communications management. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/17 : **ASSISTANT DIRECTOR: OFFENDER INFORMATION REF NO: HO 2019/06/16**
Directorate: Information Management

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant degree or national diploma in Information Management or equivalent. At least 3-5 years working experience in records/ information management environment. Computer literacy. Valid driver's license. Competencies and attributes: communication and project management skills. Human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts.

DUTIES : Design offender systems. Management of offender systems. Ensure compliance with policy and internal control measures. Personnel management and empowerment. Marketing of Management Information System (MIS). Testing of offender systems. Data integrity. Manage human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/18 : **ASSISTANT DIRECTOR: CLUSTER LIAISON REF NO: HO 2019/06/17**
Directorate: Cluster and Parliamentary Liaison

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised degree or national diploma in Public Relations. 3-5 years supervisory experience in a comparable environment. Computer literate. Valid driver's license. Competencies and attributes: Programme and project management. Liaison skills. Financial management. Communication and interpersonal skills. Financial management. Planning and organising. Tact and diplomacy. Change management. People management. Analytical skills.

DUTIES : Alignment of departmental priorities with various clusters. Ensure alignment between the department strategic plan and cluster work programmes. Ensure effective attendance of cluster sub-structures and reporting by DCS representatives. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/19 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: HO 2019/06/18**
Directorate: Spiritual Care

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Theology. Ordination as a Minister of religion/faith. 3-5 years' experience as a Chaplain or supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Financial Management. Programme management and evaluation. Policy analysis. Monitoring and evaluation. Organizational skills. Research skills. Communication and interpersonal skills. Strategic and operational planning. Managerial leadership.

DUTIES : Policy design and development. Formulate policy and procedures to manage effective rendering of Spiritual care services. Programme management. Facilitate the development and maintain programmes for implementation of effective Spiritual Care Services. Monitoring and evaluation. Facilitate the development of mechanisms to monitor programme implementation and its impact. National standard setting. Facilitate the development of service level standards for the rendering of effective spiritual care services. Liaison with internal and external

stakeholders. Facilitate internal and external training for Spiritual Care personnel. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/20 : **ASSISTANT DIRECTOR: COURSE INSTRUCTION REF NO: HO 2019/06/19**
Directorate: Core Curriculum

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Human Resources Development or Human Resources Management. 3-5 years relevant experience. Registered assessor and moderator. Computer literate. Valid driver's license. Competencies and attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Willingness to travel. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Exposure to and knowledge of managing projects and processes in conflict environments.

DUTIES : Manage multiple compliance frameworks. Compile and marking of examinations. Compile mark sheets for moderations. Manage training and development processes. Manage implementation, monitoring and evaluation of training in colleges. Identify training needs and ensure the implementation of suitable training programs for trainers. Maintain discipline and ensure sound labour relations within the training institutions in terms of laid down policies and procedures. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/21 : **ASSISTANT DIRECTOR: TEAM ASSESSMENT REF NO: HO 2019/06/20**
Directorate: HR Support

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) years degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment (Performance Management). Computer literate. Valid driver's license. Competencies and attributes: Financial management. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skill. Conflict management. Report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Communication skills. Decision making. Problem solving skills. Networking/liaison with stakeholders. Negotiation skills. Knowledge of PERSAL system.

DUTIES : Manage the SMS performance process within DCS. Monitoring policy compliance on performance agreements, midterm review and annual assessment. Provide assistance on the application of policy and procedures. Monitoring of Performance agreements for newly appointed SMS members. Provide training/orientation to newly appointed SMS members. Maintaining a data base in respect of all SMS members' profiles. Provide PMDS Secretariat functions during moderations. Moderation of annual assessments. Completion of merit lists. Capturing of PMDS events on Persal. Administration and record keeping of documents. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/22 : **ASSISTANT DIRECTOR: STANDARDS DEVELOPMENT REF NO: HO 2019/06/21**
 Directorate: Training Standards

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year degree or national diploma in Human Resources Development/Human Resources Management. At least 3-5 Years' relevant experience in Human Resource Development and Training. Computer literate. Valid driver's license. Competencies and attributes: planning and organising. Human resources development and training. Compilation of management reports. Research. Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Knowledge of Project management and planning. Knowledge of Procurement directives and procedures. Presentation skills. Analytical Thinking. Report writing. Communication skills.

DUTIES : Manage training quality standards development within DCS. Development of training quality standards development policies/guidelines/strategies. Manage the development and maintenance of all unit standards/qualifications within the framework of SAQA. Manage access to unit standards by all relevant role players. Manage the establishment and functioning of standards generating bodies within the field of Corrections. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/23 : **SENIOR ADMINISTRATION OFFICER: POST ADVERTISEMENT REF NO: HO 2019/06/23**
 Directorate: HR Administration and Utilization

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Human Resource Management. 3-5 years' experience in a human resource environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of DCS recruitment and post advertisement policy and processes. Knowledge of Public Service Regulations with regard to advertisement, Basic Conditions of Employment Act and HR mandates. Information collection, analysis, interpretation, dissemination with regard to HR policies, acts and regulations. Policy development, analysis, monitoring, evaluation and implementation. Employment Equity Act. Networking/liaison with stakeholders. Problem solving skills. Human Resources Strategic Plan. Good communication skills. Knowledge of DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc.

DUTIES : Provision of support with the post advertisement process within DCS by assisting in the development and monitoring of policies on post advertisement. Compile and facilitate the development of adverts and grosslists. Compilation of statistical reports. Management of leave. Conduct performance assessment of staff. Determine the training needs of staff. Arrange training of staff. Manage the resolution of conflicts/grievances of staff. Management of human resources, finance and assets.

ENQUIRIES : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

POST 19/24 : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT REF NO: HO 2019/06/24**
 Directorate: Office of the DC Communications

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant degree or national diploma in Public management or relevant qualification. 3-5 years relevant administration experience. Computer literate. Valid driver's license. Competencies and attributes: Planning and organising. Analytical thinking. Problem identification and solving skills. Co-ordination. Time management. Policy implementation. Achievement and maintenance of work

		standard. Verbal communication. Control projects. Financial management. Analytical skills. Innovation and creativity. Interpersonal skills.
<u>DUTIES</u>	:	Administration support during presentations. Documentation control. Performing of logistical administrative support. Performing of financial administrative support. Performing of personnel administrative support. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/25</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2019/06/25</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum National Head Office Recognized degree or national diploma in Supply Chain Management or equivalent. 3-5 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's license. Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact and Ability to network.
<u>DUTIES</u>	:	Implementation of logistical policies in the management area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/26</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND DEBT CONTROL REF NO: HO 2019/06/26</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum National Head Office Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 3-5 years' experience in a production post. Computer literate. Valid driver's license. Competencies and attributes: Typing skills. Electronic information dissemination. Manual information dissemination. Language proficiency. Clerical. Numeracy. Organizing. Communication. Telephone etiquette. Time management.
<u>DUTIES</u>	:	Control over debtor accounts (nationally). Request reports and gathering of information regarding financial statements. Responsibilities in accordance with the Public Finance Management Act (PFMA), Section 45. Provide information and statistics to management and office of the Auditor-General. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/27</u>	:	<u>SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT REF NO: HO 2019/06/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum Zonderwater Training College Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' experience in human resource development environment. Computer literate. Valid driver's license. Competencies

		and attributes: Coordination and organising skills. Training skills. Human Resource Development skills. Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication skills. Interpersonal skills. Time management. Problem solving skills.
<u>DUTIES</u>	:	Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up equipment for presentations and events. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/28</u>	:	<u>SENIOR STATE ACCOUNTANT: AUDIT QUERIES REF NO: HO 2019/06/28 (X2 POSTS)</u> Directorate: Internal Control and Compliance
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Internal Auditing with Internal Control/Auditing/Financial Accounting as a major subject. A minimum of 3-5 years' experience in an internal control or audit-related environment. Computer literate. Valid driver's license. Competencies and attributes: Conflict resolution, written and verbal communication skills. Analytical and problem solving skills, team work. Understanding of public sector regulatory environment. Computer literacy. Mentoring and coaching skills. Confidentiality, integrity, honesty, time management and good interpersonal skills. Ability to work under pressure, service delivery and client orientation. Willingness to travel. Ability to improve business processes and to add value within the department.
<u>DUTIES</u>	:	Coordination of request for information and audit communications from the Office of the Auditor-General South Africa. Maintaining of electronic register on audit requests. Liaising with management on audit requests, analysis and reporting on such information. Coordination of audit action plans for internal and external audits. Conduct pre-audits and internal control reviews using COSO framework to assist management in improving internal controls on financial, compliance, performance information systems and processes. Checking and processing of invoices on audit fees. General office administration. Execution of responsibilities stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/29</u>	:	<u>ADMINISTRATION CLERK: MEDIA LIAISON REF NO: HO 2019/06/29</u> Directorate: Internal Communication and Media Production
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12. Experience in a similar environment will be added an advantage. Computer literacy. Competencies and attributes: Plan and control. Report writing. Punctuality. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to work under pressure.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Management of finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 19/30</u>	:	<u>SECRETARY (X2 POSTS)</u> Directorate: Office of the Chief Security Officer Ref No: HO 2019/06/30 Directorate: Risk Management Ref No: HO 2019/06/31
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	National Head Office

- REQUIREMENTS** : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literacy. Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

DEPARTMENT OF DEFENCE



CLOSING DATE : 21 June @ 16h00

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

OTHER POSTS

POST 19/31 : **ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/32/01**

SALARY : R173 703 per annum (Level 05)

CENTRE : Thaba Tshwane, Pretoria

REQUIREMENTS : A minimum of Grade 12. No experience needed. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills, Problem solving, Maintain discipline and the ability to interpret policy directives.

DUTIES : Render clerical service to Legsato Thaba Tshwane. Receive and record incoming and outgoing mail (i.e. letters, packages and submissions). Manage, send and receive facsimiles. Ensure receipt, identification, filling, dispatching and safe keeping of official correspondence when in use. Maintain an updated distribution list(s) for circulars, circular minutes, etc. Keep/Maintain an effective filing system. Ensure that office equipment is in good working condition for the directorate. Assist to monitor and maintain office inventories and equipment.

ENQUIRIES : Lt Col R.C. Manganyi Tel No: (012) 674 5844/5847

APPLICATIONS : Department of Defence, Defence Legal Services Division, Legsato Thaba Tshwane, Private Bag X1044, Thaba Tshwane, 0143. Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Satellite Office, Thaba Tshwane, Swartkop 0087, Old Johannesburg Road (R101). Thaba Tshwane, 0143. Pretoria.

POST 19/32 : **ADMINISTRATION CLERK: PRODUCTION REF NO: DSLD/32/02**

SALARY : R173 703 per annum (Level 05)

CENTRE : Legsato, Cape Town

REQUIREMENTS : A minimum of Grade 12. No experience needed. Special requirements (Skills needed): Good interpersonal skills, good communication skills (Verbal and Written), problem solving skills, planning and organising skills, computer literacy relating to the use of Ms Office applications (MS Word, MS Excel, Ms PowerPoint, Ms Outlook).

DUTIES : Provide Office Administration support by writing routine letters and/or other correspondence when required. File documents. Prepare of all reports. Take minutes. Provide secretarial support to Officer in charge by answering and taking messages of telephone lines, appointments, etc. Administration wrt on accommodation. Control all incoming and outgoing faxes and registration of files. Receive and prepare refreshments for visitors.

ENQUIRIES : Lt Col V.M. Dick Tel No: (021) 787 1331/1129

APPLICATIONS : Department of Defence, Defence Legal Services Division, PO Box 1, The Castle. Cape Town, 800 or may be hand delivered at Department of Defence, CC Darling and buitekant Street, Casttle of Goodhope, Cape Town, 800.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- CLOSING DATE** : 14 June 2019
- FOR ATTENTION** : Human Resources
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. 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. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POST

- POST 19/33** : **DEPUTY DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: COO01/2019**
- SALARY** : R733 257 per annum (All-inclusive annual remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Human Resource Management as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Relevant and extensive work experience in the Human Resource Management field, with a specific focus on recruitment and selection, retention strategies and service benefits and conditions. Knowledge: understanding of Human Resource Management legislation and regulatory frameworks, Public Finance Management Act and Treasury Regulations, HR practice and Procedures. Skills: management and leadership, people management, change management, planning and organising, good communication (verbal and written), good interpersonal, sound research, analytical, presentation, policy development and implementation, financial management, co-ordination and stakeholder liaison.
- DUTIES** : Manage effective recruitment and selection of competent human resources. Manage placement of employees. Manage service conditions and benefits in line with applicable legislative framework. Provide support in the effective implementation of the retention strategy. Oversee the development, implementation, monitoring, and continuous review of appropriate HR policies and procedures. Manage relevant reports and databases to enable effective management decision making. Provide support and advice to line managers on HR matters and ensure compliance with applicable HR legislation and policies. Manage staff within the Subdirectorate.
- ENQUIRIES** : Mr G Ntshane Tel No: (012) 399 8628

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 14 June 2019 at 12h00
- NOTE** : 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. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. 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 security vetting in order to confirm Permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 19/34** : **PERSONAL ASSISTANT: JOBS FUND PMU ADMINISTRATION REF NO: G011/2019**
Term: 36 Months Fixed Term Contract

- SALARY CENTRE REQUIREMENTS** : R316 791 – R373 167 per annum (Level 08) plus 37% in lieu of benefits
Pretoria
- : A relevant 3-year (NQF 6) qualification in Office Management, Administration or related field. 3-5 years relevant administrative and/or secretarial experience; 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). To provide administrative and secretarial support to the Deputy Director-General: Employment Facilitation, and facilitate the efficient and effective administration of the Office of the Deputy Director-General. 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 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. 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.

- DUTIES** : Diary Management: Administer the Deputy Director-General: Employment Facilitation appointments and meetings schedule including: Prioritising meetings, setting-up and confirming arrangements, updating electronic schedule, notifying on daily schedule, booking meetings rooms and organising catering as required. Preparing, distributing and processing meeting invitations and agendas. Prepare meeting packs for Deputy Director-General including: Compiling information pack

(directions, invitation and agenda). Sourcing and compiling information / documents where required, coordinating attendance of other GTAC staff. EF offices administration: Process, order, monitor and report on the Jobs Fund resource requests, receipt, distribution and use thereof. Monitor, report on and ensure equipment and furniture maintenance, cleaning and repairs. Maintaining Jobs Fund filing system (electronically and manually). Tracking and filing all documentation relevant to the Deputy Director-General's Office. Stakeholder and staff relations and communications support: Facilitate communications and relations between the Deputy Director-General and stakeholders, and strategic partners, clients and staff including: Assist with tracking responses to stakeholder and staff queries. Sourcing information and documents. Liaising and responding to queries as required. Facilitate and administer the Deputy Director-General: Employment Facilitation's telephonic communication including processing incoming calls, making outgoing calls and setting up conference calls. Administer the Deputy Director-General: Employment Facilitation's electronic and paper-based written communications including: Printing relevant emails. Sorting and prioritizing urgency of post and emails. Filing non-response communications. Drafting documents i.e. (Memo's, submissions etc.). Facilitate responses to written and telephonic communications including: Drafting routine responses for the Deputy Director-General: Employment Facilitation's signature. Sourcing information and documents for non-routine responses. Tracking and filing responses to communications. Administer and maintain the Deputy Director-General: Employment Facilitation stakeholder, partner and associate contacts database. Business documents administration: Finalise business documents for Deputy Director-General: Employment Facilitation's approval and signature, and administer the distribution, confidentiality and indexing requirements. Produce and distribute business documents including, and as required: printing/copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists, preparing message and sending electronic copies. Administer the electronic and paper-based business documents registries and filing systems including: Indexing, filing, version control and archiving of business documents. Conducting electronic data clean-ups and back-ups. Travel arrangements and itinerary management: Administer the Deputy Director-General: Employment Facilitation's travel schedule and itinerary including: Booking of meetings and appointments. Organising of directions and contact details. Organising of transport, where applicable. Coordination of staff accompaniment where required. Administer the travel arrangements for the Deputy Director-General: Employment Facilitation and others where applicable including: Booking and ensuring receipt of flight, transport/car hire and accommodation documents and/or reference numbers. Organising visas, forex, travel insurance and internet / telephonic connectivity. Prepare travel packs for the Deputy Director-General: Employment Facilitation and others where applicable including: Itinerary (contact details, venue directions and transport). Travel documents (ticket, visa, passport). Travel support (accommodation details, forex, insurance details, internet connectivity details). Employment Facilitation budget administration: Request quotations, process, submit and follow-up on Deputy Director-General: Employment Facilitation expense claims and payments. Request quotations, process, obtain approvals, submit and follow-up on Employment Facilitation supplier/service provider payments. Receive, process, consolidate and submit management and budget reports. Staff performance and work productivity management and reporting support: Assist with the preparation, and record and file Deputy Director-General: Employment Facilitation staff performance agreements and work plans. Receive and submit work plan reports from managers to the Deputy Director-General: Employment Facilitation.

ENQUIRIES

:

Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF HEALTH

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

APPLICATIONS

The Director-General: National Department of Health, Private Bag X828, Pretoria. 0001, Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben Streets, Pretoria.

FOR ATTENTION

: Ms L Malahlela

CLOSING DATE

: 18 June 2019 at 12:00pm Mid-Day

NOTE

: Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS**POST 19/35**

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: NDOH 10/2019**
Chief Directorate: Legal Services

SALARY

: R473 820 – R1 140 828 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A four year legal qualification, LLB or B Proc. Admission as an Advocate or Attorney will be an advantage. At least eight (8) years appropriate post qualification experience in providing legal advice and drafting of legal opinion, negotiating, scrutinizing, editing legal documents and or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statues, Civil Litigation and Intergovernmental Relations framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process, rules of Parliament and all pieces of legislation administered by the Department. Excellent communication (verbal and written), interpersonal and computer skills. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure.

DUTIES

: Draft Legislation, Regulations, Executive Acts, International Agreement, Memoranda of Understanding and other legal instruments. Distribution of first draft to internal stakeholders and other government Departments. Drafting, editing and amending Service Level Agreement, contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the departments and Ministry. Identify applicable legal principles, including case law and apply the law to facts. Management and co-ordination of litigation. Liaise with the State Attorney timeously to ensure compliance with Court Rules and proper representation of the Department.

ENQUIRIES

: Adv K Moabelo Tel No: (012) 395 9512

POST 19/36 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 11/2019**
 (Contract ending on 31 March 2020)
 Chief Directorate: Women Maternal and Reproductive Health
 Directorate: PMTCT

SALARY : R376 596 per annum (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree/National diploma/equivalent NQF 6 qualification in Statistics or Health related sciences. A minimum of three (3) years relevant experience in working with District Health Information System (DHIS) as well as Monitoring and Evaluation of indicators. Experience in analysing and reporting of Prevention of Mother to Child transmission (PMTCT), Sexual and Reproductive Health (SRH), Maternal and neonatal health indicators will be an advantage. Understanding of data collection, collation, analysis presentation and dissemination as well as manipulation of pivot tables. Good planning and management, presentation, problem solving, communication (written and verbal) and computer skills. A valid driver's license.

DUTIES : Manage PMTCT, SRH and Maternal and Neonatal health monitoring and evaluation (M & E) activities. Provide M&E support for all cluster quality improvement initiative with particular focus on identified priority districts. Liaise with other stakeholders and partners working with SRH, PMTCT and maternal and neonatal programmes. Respond to all data questions directed to the cluster.

ENQUIRIES : Ms E Mokaba on Tel No: (012) 395 9402

DEPARTMENT OF LABOUR

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

- CLOSING DATE** : 14 June 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instruction will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.
- ERRATUM:** kindly note that the post of Senior Admin Clerk (X4 Posts) for Labour Centre: Polokwane with Ref No: HR4/4/6/52 (X2 Posts), Labour Centre: Lephalale with Ref No: HR4/4/6/53 (X1 Post) and Labour Centre: Tzaneen with Ref No: HR4/4/6/54 (X1 Post) advertised on PSVC 17 dated 17 May 2019 with a closing date of 03 June 2019, these posts were advertised with the incorrect salary notch of R208 584 per annum (Level 06). Kindly note that the correct salary notch for these posts is R173 703 per annum (Level 05). Enquiries: Ms. MS Lebogo, Tel: (015) 290 1662 and also note the post of Deputy Director: Labour Centre Operations for Labour Centre Kuruman with Ref No: HR4/4/12 has been withdrawn. Enquiries: Mr. ZL Albanie, Tel: (053) 838 1500/ Ms MR Musa, Tel: (053) 838 6505.

OTHER POSTS

- POST 19/37** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/19/05/01**
- SALARY** : R733 257 per annum (all inclusive)
- CENTRE** : Sheltered Employment Enterprise, Silverton
- REQUIREMENTS** : Three relevant tertiary qualifications in Business Administration/ Marketing. Two (2) years Management experience. Three (3) years functional experience in Business Development / Marketing. Valid driver's licence. Knowledge: Business development, Professional Sales, Understanding Products, Manufacturing environment, Product Development, Project Management, Marketing campaigns, financial budgeting and reporting, Policies and Procedures, Strategy development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Time

management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.

DUTIES : Research and keep abreast with developments in the Industry. Develop and Implement Marketing and Sales Plan. Grow existing business and provide after sales support. Develop and manage business projects of the enterprises. Manage resources of the unit.

ENQUIRIES : Mr. K Mongane Tel No: (012) 843 7300

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

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

POST 19/38 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/03/07**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Gauteng, Stationed at Pretoria

REQUIREMENTS : Three (3) years qualification Labour Relations Management/BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in Labour/Inspections Enforcement Services. Valid Drivers license (B). Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act Public Service Regulations, Employment Equity Act, COIDA. Skills: Planning and Organising, Computer literacy Communication, Problem Research Solving, Interviewing, listening and observation, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

ENQUIRIES : Adv. M Msiza Tel No: (012) 309 5253

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

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

DEPARTMENT OF MINERAL RESOURCES

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
- FOR ATTENTION** : Ms T Sibutha / Ms N Maseko
- CLOSING DATE** : 14 June 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s) including matric/grade 12 certificate, Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's licence is a requirement, a clear certified copy must be attached (also certified within the past 3 months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 19/39** : **DEPUTY DIRECTOR: MINE ECONOMICS REF NO: (DMR/19/0047)**
- SALARY** : R869 007 per annum (Level 12)
- CENTRE** : KwaZulu-Natal Region, Durban
- REQUIREMENTS** : A/an appropriate B Degree qualification in Mining Engineering, Mine Survey, Geology, Accounting, Economics or Auditing with Mine Economics or Mine Valuation as a subject. A valid driver's licence. PLUS the following competencies: knowledge: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth economic knowledge. Management principles ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and processing plants. Ability to identify regulatory costs and how they

impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Financial and accounting in relation to mining projects. Computer literacy. Communication: Communication between government departments, business organisations and institutions at executive level.

DUTIES : Manage adjudication of mineral project applications for prospecting and mining rights in terms of MPRDA as well as sustainability of mining applications. Oversee compliance inspections on all prospecting and mining operations where rights are granted and compile the inspection master plan thereof. Provide inputs on policy and regulations development and ensure implementation thereof. Conduct workshop to mining industry (Industry and Community) on mine economics. Provide full participation the Regional licensing committee including RMDEC. Handle enquiries regarding prospecting work programmes and provide advice thereon. Conduct and advice on mine and asset valuations for tax purposes. Manage the sub directorate.

ENQUIRIES : Ms Rebone Nkambule ☎ 012 444 3904
NOTE : Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 19/40 : **ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0048)**

SALARY : R470 040 per annum (Level 10)
CENTRE : KwaZulu-Natal Region, Durban
REQUIREMENTS : An Appropriate national diploma / degree in Social Science on development economics, Industrial Science with 3-5 year's relevant practical experience. Valid Driver's licence PLUS the following key competencies: Knowledge of MPRDA and previous minerals legislation, administrative procedures and policies Departmental policies in terms of Mineral Regulation, computer programs, Integrated Development Planning Skills: planning, effective decision making, proactivity, Interpretation and implementation of policies and programmes Communication: Good verbal and written communication skills; Ability to communicate at all levels.

DUTIES : Align SLP's with the municipal IDP's/LED programmes to ensure sustainable projects. Review Social and Labour Plan's submitted in respect of mining right applications Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments.

ENQUIRIES : Ms Rebone Nkambule ☎ 012 444 3904
NOTE : Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.

NATIONAL TREASURY

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

<u>CLOSING DATE</u>	:	14 June 2019 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be consider (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

<u>POST 19/41</u>	:	<u>DIRECTOR: NATIONAL GOVERNMENT ACCOUNTS REF NO: S058/2019</u> Division: Budget Office (BO) Purpose: Create databases for utilisation in the national departments MTEF process and produce data and tables for the Estimates of National Expenditure from budget submissions and Annual Financial Statements and to retrieve and disseminate statistics from database giving guidance on infrastructural and departmental receipts pertaining to the Official Development Assistance (ODA) funding, and classify statistics with stakeholders
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<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum National Diploma/ Degree in Accounting/ Public Finance/ Economics/ Business Economics/ Management as recognised by SAQA, A minimum 5 years' experience obtained at a middle management (Deputy Director) level in budgets and the preparation of consolidated national statistics, Knowledge and experience in the economic reporting format, Knowledge and experience in utilising the Microsoft suite of products, with emphasis on Excel spreadsheet manipulation.

<u>DUTIES</u>	:	Database Containing National Departments Budget Process Information: Develop databases for the ENE information and accessibility of stakeholders, Initiate the compilation of data requirements for the integration MTBPS database, Provide inputs to data for the enhancement and improvement of the Budget Review process Analysis of Actual Expenditure and Receipts: Ensure that the required information is obtained and captured in an AFS database, Analyse information captured in databases for consistency and integrity of data, Provide data to stakeholders on requests pertaining to the information available databases Infrastructure and Departmental Data based on Official Development Assistance: Provide guidance on the compilation and analysis of infrastructural and departmental data, and on donor funded information through the ENE process, Analyse infrastructural data for integration into the budget process for publication, thereof, Constitute the implementation of infrastructural and departmental receipts on donor funding and verify the correctness thereof, prior to integration to database Implement Compliance to International Reporting Standards on Economic Reporting Format (ERF) for Local Accounting Standards: Implement the IMF's GFS system of classification in the national government sector accounts as stipulated in the ERF and SCOA, Provide guidance on the appropriateness of classified information to stakeholders within in the national government sphere, Participate in the SCOA
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and other Committees dealing with classification of national government finance statistics.

ENQUIRIES : Mr Sabelo Nkosi on 012 315 5098
APPLICATIONS : e-mail to Recruit.BO@treasury.gov.za

POST 19/42 : **DIRECTOR: IT AUDIT REF NO: S059/2019**
Division: Office of the Director-General (ODG)
Purpose: Strategically manage the IT Audit function for National Treasury (NT), Accounting Standards Board (ASB), Cooperative Bank Development Agency (CBDA) and Government Technical Advisory Component (GTAC) in alignment with prescribed policies and procedures

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Internal Auditing/ Information Systems/ Computer Science or equivalent (NQF Level 7) as recognised by SAQA, A Certified Information Systems Auditor (CISA), and professional certification of IT Audit domain such as, Certified Information Security Manager (CISM) or Certified Information System Security Practitioner (CISSP), is an added advantage, A minimum 5 years' at a middle management (Deputy Director) level obtained in an IT Auditing, Knowledge of IT Governance, IT Risk Management, IT Strategy, IT Contracts and Service Level Agreements, Knowledge and experience of Information Security and IT Policies and Procedures, IT Software Licensing, IT Project Management, IT Audit Standards, Knowledge of application Control Reviews, Business Process Mapping and Data dissemination, Knowledge of General Control Reviews, Networking (Firewalls, Routers, Web Applications, Threat and Vulnerability Assessments, Knowledge of Virtual Private Network, Wireless), Encryption, Operating Systems, Databases, Physical Security and Information Security.

DUTIES : Strategic Leadership and Stakeholder Engagement: Initiate awareness of the Internal Audit function within the National Treasury, Provide strategic support to the internal audit function in contribution of the objectives and guidelines as set out in the Internal Audit strategy, Recommend amendments to enhance the Internal Audit Charter, Engage stakeholders and establish good internal and external mutual networking pertaining to internal audit, Initiate recommendations for enhancement and utilisation of the Audit Committee Audit Process on Risk Assessment, Audit Plan, Assurance and Consulting Services: Perform quality assurance on IT Audits and review annual risk assessments, Develop and implement strategic audit and annual IT Audit plans based on operational IT risks, Provide advice on operations and implement strategy in consideration of organisational impact, Conduct IT Audits and register discrepancies within the findings register. Overall accountability for the quality of IT Audit projects, Provide feedback to audit committee and clarify matters relating to IT Audit reports pertaining to controls and latest technology Benchmarking and Research: Analyse policies for the enhancement and improvement of processes and procedures of IT audits, Initiate benchmarking and research on the latest global trends pertaining to developments in the IT audit environment and emerging technologies, Develop and implement an IT Audit Strategy and methodology in support of a resource plan on business continuity within the IT Audit environment Monitor and Evaluation: Conduct quality assurance to enhance reporting standards, Review audit committee deliverables and provide inputs to the development of the audit committee processes, Present IT Audit reports to the Audit Committee for consideration and resolution, Monitor and evaluate progress of auditing conducted against the prescribed IT Audit plan.

ENQUIRIES : Ms Caroline Modibane on 012 315 5092
APPLICATIONS : e-mail to Recruit.Odgia@treasury.gov.za

OTHER POSTS

POST 19/43 : **DATA ARCHITECT REF NO: S060/2019**
Division: Corporate Services (CS)
Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by

the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.

<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all-inclusive remuneration package)
	:	Pretoria
	:	A minimum National Diploma/ Degree in Information Technology as recognised by SAQA, A minimum 4 years' experience in the field of information technology data analysis, Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle, Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.
<u>DUTIES</u>	:	Data Architecture: Analyse the National Treasury data requirements, and define the current and target data baselines, Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach, Review data guidelines and specifications for refinement and align with business requirements and outputs, Develop IT data management processes and procedures for utilisation in business, Develop a data dictionary for implementation in business and maintain and align with new ICT approach Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation, Identify data opportunities and solutions on remedial ICT interventions to address identified gaps, Establish, develop, implement and manage an internal departmental procurement ICT solution for business Migration Plan (SISP): Define a data migration objective for implementation within business, Scan business for future challenges on technological improvements Operations and Utilisation: Define data specification of identified opportunities for development and implementation, Implement a data architectural baseline within business, Define and execute quality verification and test plans to ensure effective data deployments within business.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Zama Sangweni Tel No: 012 315 5301
	:	e-mail to Recruit.CS@treasury.gov.za
<u>POST 19/44</u>	:	<u>APPLICATIONS DEVELOPER REF NO: S053/2019</u> Division: Corporate Services (CS) Purpose: To develop software and conducting software support and maintenance on systems pertaining to technical design and development in the testing and documenting of software in compliance with technical and user requirements.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Excl. benefits)
	:	Pretoria
	:	A minimum National Diploma/ Degree in Human Resources Management as recognised by SAQA, Obtainment of some of the below depicted courses be an added advantage, ITIL certification, MCSD, Share point 2013 or above, A minimum 3 years' experience obtained in an information technology environment with emphasis on application development of software, Knowledge of Software development languages and frameworks (e.g. C# / .Net / MVC / Bootstrap / AngularJS / JQuery), Working with SharePoint 2013/2016 , Workflow design with Nintex, Knowledge of database concepts and design (SQL), Knowledge of project management principles and methodologies, Familiarity with Agile development methodologies, Knowledge of maintaining existing systems in line with predetermined processes and procedures.
<u>DUTIES</u>	:	Support Application Implementation: Publish approved projects to the web application for processing and implementation, Configure web applications in alignment with technical and business requirements, Implement standard functionality on collaboration technology in compliance with user and technical specifications Partner Clients on Business Analysis Processes: Partner with internal stakeholders to model business requirements around processes, information flows and data structures, Coordinate operational requirements in the improvements of information systems, data management, processes/ procedures pertaining to the organisational needs, Engage internal client and advice on work place solutions on challenges Documentation/ Reporting: Document new and existing applications in line with prescribed standards, Develop and customise

reports based on Business requirements in line with production technologies
Develop user and training manuals for implementation Programming and Software
Development: Provide interpretation for specifications on the development of
applications based on business requirements, Develop and design solutions for
applied specifications in line with a set standardised process, Initiate planning on
designs and conducting tests in alignment with approved standards, Conduct
reviews of supplied specifications Systems Testing and End-User Support: Provide
interpretation and execute test plans against methods and standards, Document
test failures and successes against pre-determined criteria, Perform test on
application against the business requirements and authenticating test results,
Provide advice to stakeholders on services offerings, Coordinate and documenting
problems, progress and diagnostic information in error resolution and incident
analysis, Identify and diagnose problems and advise advice solutions.

ENQUIRIES
APPLICATIONS

:
: Ms Caroline Modibane Tel No: 012 315 5092
: e-mail to Recruit.EXEC@treasury.gov.za

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.
- CLOSING DATE** : 28 June 2019, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to competency assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POSTS

- POST 19/45** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/05/2019 (X1 POST)**
- SALARY** : R869 007 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration/ Social Sciences and/or related field. Three (3) to five (5) years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Key Performance Areas: Investigate complaints lodged with the PSC into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Follow up on cases referred to departments for investigation. Conduct

investigative research in public administration practices. Draft reports with appropriate findings, recommendations/ advice. Compile presentations on reports. Conduct investigations/ research/ evaluation of complaints lodged with the PSC or of own accord into areas of Public Administration. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

ENQUIRIES : Mr F Hartzenberg Tel No: (012) 352 1064

POST 19/46 : **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION AND LOGISTICS
MANAGEMENT REF NO: SCMO: A&L/05/2019**

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year degree / National Diploma in Supply Chain Management / Logistics / Purchasing. At least a minimum of 3 years relevant experience in Supply Chain Management environment. Knowledge of regulatory framework relating to Supply Chain Management (E.g. PFMA, Treasury Regulations, B-BBEE Act, PPPFA, Practice Notes, etc.), to ensure compliance. Must have an experience in working on LOGIS. Skills and Competencies: Supervisory, Organisational and Presentation Skills, Computer Literacy (MS Office Suite), accuracy and attention to detail. Good communication skills (written and verbal). Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. A Valid driver's license (with exception of disabled applicants).

DUTIES : Facilitate the preparation of payments for leases and municipal services. Logistics management: Manage the receipt of requisitions and processing of stationery. Ensure payment processing for leases rentals and municipal services within 10 days of the receipt of invoices. Compile inputs for the Interim and Annual Financial Statements (IFS & AFS). Management of contracts. Monitor supplier performance. Rendering of LOGIS Support, Approve requisitions of the LOGIS System on selection RQAT, Linking of quotations for each request on LOGIS System on selection QTMT, Consolidate Procurement Advices into orders by using selection BRCP on the LOGIS System. Human Resources Management: Co-ordinate, control, monitor and evaluate activities of subordinates. Determine and provide training.

ENQUIRIES : Ms. Adri Coetzer Tel No: (012) 352 1111

DEPARTMENT OF PUBLIC WORKS

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



CLOSING DATE : 14 June 2019 at 16h00
NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not older than 3 months) of qualifications (Matric and Tertiary Qualifications), valid driver's licence (where necessary) and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

ERRATUM: Kindly note that the post of Assistant Director: Internal Controls and Investigations (Inspectorate and Compliance) with Ref No: 2019/88, State Accountant (Internal Controls) with Ref No: 2019/100 and Assistant Director: Human Resources Administration with Ref No: 2019/89 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 with the closing date 31 May 2019 has been withdrawn. Kindly note that the post of Senior Administration Officer: MR6 with Ref No: 2019/110 advertised in Public Service Vacancy Circular 18 dated 24 May 2019 with the closing date 07 June 2019 was advertised with incorrect title, the correct title is Senior Legal Administration Officer: MR6 and also the post of Assistant Director: Internal Controls: Internal Controls with Ref No: 2019/113 with the closing date 07 June 2019 advertised in Public Service Vacancy Circular 18 dated 24 May 2019 has been withdrawn.

OTHER POSTS

POST 19/47 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2019/125**
SALARY : R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment, Facilities Management and Property Management/Real Estate Management. Relevant experience in Property Management, Integrated Facilities Management or Programme Management with relevant experience in the Facilities Management Environment on middle management Level. Knowledge: Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical and civil, Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patience, Understanding, Trustworthy,

<u>DUTIES</u>	: Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid Driver's license.
	: To ensure effective and efficient Facilities Management, including civil, mechanical, and electrical and water care Facilities and compliance with the relevant Acts including Occupational Health and Safety Act. Effective and efficient management of Cleaning and Horticultural services; to ensure resource efficiency in state owned buildings. The implementation of procurement policies. Co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of policies, monitor and evaluate the impact and effectiveness of the policies, provide continuous feedback on compliance with policies. Ensure the promotion of black emerging enterprises, staff, supervise the budget expenditure of Facilities Management services; direct preparation of financial statements and report on status of State Facilities. Manage Line Managers.
<u>ENQUIRIES</u>	: Mr. M. Ntshani Tel No: (015) 291 6443
<u>APPLICATIONS</u>	: Polokwane Regional: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
<u>FOR ATTENTION</u>	: Mr. NJ Khotsa
<u>POST 19/48</u>	: <u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2019/126</u>
<u>SALARY</u>	R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	: Bloemfontein Regional Office
<u>REQUIREMENTS</u>	: A three year tertiary qualification in Built Environment, Facilities Management and Logistics and appropriate relevant experience in Property Management or Programme Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, , General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organizing, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding , trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.
<u>DUTIES</u>	: The effective facilities management of Electrical, mechanical and Civil/Building engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening

services, direct preparation of financial statement and report on status of State facilities; manage line managers.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306

APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 19/49 : **DEPUTY DIRECTOR: ACQUISITION (SUPPLY CHAIN MANAGEMENT) REF NO: 2019/127**

SALARY : R733 257 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Logistics/ Purchasing/ Economics. Relevant working experience in supply chain management, must have experience at a managerial level. Knowledge and experience in the application of the legislative framework that governs supply chain management in the Public service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects, a valid driver's license.

DUTIES : Develop and implement the Acquisition Management systems and appropriate Acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for all bids in terms of SCM regulations. Ensure proactive management and tracking of tenders and quotations for goods and services. Provide regular status/progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyze management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and processes in Acquisition Unit.

ENQUIRIES : Raymond Naidoo Tel No: (012) 406 1191

APPLICATIONS : All Cape Town Regional Office: The Regional Manager, National Dept of Public Works, Private Bag X 9027, Cape Town, 8000 / Hand delivery to Customs Building, Heerengracht Foreshore, Cape Town.

FOR ATTENTION : Ms N Mtsulwana

POST 19/50 : **CONTROL WORKS MANAGER: BUILDING REF NO: 2019/128**

SALARY : R470 040 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification in the Building, Quantity Survey or Civil Engineering field or N3 certificate plus a complete trade test with relevant building maintenance and construction project management experience and extensive supervisory experience. Ability to plan, organize and manage people and 36 resources. A valid driver's license. Computer literacy (MS Excel, Word and Presentation). Knowledge and understanding of the PFMA, the OHSA, as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage. A valid driver's license.

DUTIES : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Manage work performance of Chief Works and Junior Unit staff members. Compile specifications and handle

inspections in the civil and building field. Analyse all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHS Act. Plan and execute service contracts for building works. Formulate administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306
APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
FOR ATTENTION : Mr D Manus

POST 19/51 : **WORKS MANAGER: BUILDING (FACILITIES MANAGEMENT SERVICES) REF NO: 2019/129**

SALARY : R470 040 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in Civil Engineering or in the built-related field plus relevant experience in any of the built environment disciplines, Architecture and/or Quantity Surveying accompanied by remarkable/extensive technical management skills. Ability to plan, organise and manage technical staff and resources. A valid driver's license, computer literacy. Knowledge and understanding of the PFMA, the OHS Act National Building Regulations, the environment Conservation Act, and the government procurement system. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Professional registration will serve as an advantage.

DUTIES : Manage minor technical projects, day to day maintenance, building conditions surveys and the asset register with reference to buildings. Monitor work performance of Chief Works Managers. Analyse all reports submitted by Chief Works Managers and the administrative staff. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports. Negotiate with Contractors. Assist in facilities management such as cleaning, horticulture and soft services Contractors with PW371 standards and specification, the National Building Regulations and the OHS Act. Compile technical monthly reports Management of maintenance contracts. Budget Control.

ENQUIRIES : Ms A Xentsa Tel No: 053 838 5345
APPLICATIONS : All Kimberley Regional: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 19/52 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2019/130**

SALARY : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or an N3 plus Trade Test certificate in Mechanical Engineering accompanied by proven Technical experience under technical maintenance working within the built environment. Working experience in air-conditioning, boilers, pumps, kitchen equipment, etc. A valid driver's license and computer literacy, Knowledge and understanding of PFMA, the OHS Act, National Building Regulations and the Environmental Conservation Act as well as the Government procurement system. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel. Candidates must have technical report writing, project

management and financial administration skills. Registration with a Professional Body will serve as an advantage.

DUTIES : Manage Work Managers and minor works, unplanned and day to day maintenance requests from clients. Compile and prepare scopes of work, estimates and technical reports. Compile and negotiate service level agreements with contractors. Verify and certify invoices from contractors. Manage updating of Asset Register. Comply with the OHSA and National Building Regulations as well as compile monthly reports.

ENQUIRIES APPLICATIONS : Mr L Ndabeni Tel No: 047 502 7000

FOR ATTENTION : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
Ms N Mzalisa

POST 19/53 : **ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PBA) REF NO: 2019/131**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
Mthatha Regional Office
A three-year tertiary qualification in the Financial or Administrative field and relevant experience in project budget administration as well as space planning and development, Budget, financial and programme management and administrative skills with specific reference to the capital works and maintenance budget and application of space planning norms as used by organs of state, Strong supervisory abilities and strategic planning skills, Should be pro-active and possess analytical and problem solving skills, Knowledge of the works control system and the ability to source and analyse information to compile financial reports, Knowledge of the Gazette general notice containing the space planning norms and standards for office accommodation used by the state, Computer literacy (MS Excel and Word), An understanding of the construction industry with specific reference to the programme management environment, A valid driver's license.

DUTIES : Programme services on the Works Control System. Report possible over planning of services to DD: PBA and N and KAM managers. Monitor the building programme with regards to Regional office services. Assist DD: PBA and A with budget control for Capital Works and planned maintenance allocations. Report shortage or surplus of funds to DD: PBA and N. Monitor and update cash flows of projects. Distribute the monthly Programme Management Schedules to all executing units and returns to relevant stakeholders within Head Office on or before the set deadlines for completion. Assist with the consolidation of monthly expenditure reports for the administration budget of all directorates within KAM. Assist with the co-ordination and solving of problems regarding PACE reports and other reports to be supplied to client departments and directorates within KAM. Ensure the correct application of relevant space and cost norms. Provide training (WCS and norms) to subordinates. Ensure efficient management of the sub-directorate and its personnel. Willingness and ability to travel as and when required.

ENQUIRIES APPLICATIONS : Ms C Sotshangane Tel No: 047 502 7000

FOR ATTENTION : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
Ms N Mzalisa

POST 19/54 : **ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2019/132**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
Mthatha Regional Office
A three-year tertiary qualification in Security Management/Social Sciences/Criminal Justice and intensive relevant working experience, SSA Security Advisors course will be an added advantage. Knowledge: The SSA environment will be an added advantage, Familiarity with the Minimum Information Security Standards, OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with, but ideally formal training, in the practice

and principles on the execution of general security and security project management. Recommendations: The ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, A valid driver's license and willingness to travel on a regular basis, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, The ability to make presentations on security matters. Project management skills.

DUTIES : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie SSA Agency, South African Police Services, Comsec. Manage the capacity of Security Management, with the assistance of the Head Office and SSA Provincial Office.

ENQUIRIES : Mr R Mabandla Tel No: (047) 502 7000
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/55 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION AND RECRUITMENT (HRM) REF NO: 2019/133**

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management/Social Sciences with extensive appropriate experience in the field on a supervisory level. Valid drivers' license. Knowledge of PERSAL, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Skills: Analytical thinking, Language, proficiency Report writing skills, Numeracy, Research skills, Organising and planning, Computer literacy, Advanced, interpersonal, diplomacy and decision making skills. Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels, Ability to work independently.

DUTIES : The effective and efficient Human Resources Administration and provision of Human Resources advice- verify, approve and disapprove transactions on PERSAL; attend to queries and clarify matters pertaining to Human Resource Administration; provide guidelines and advice on Human Resources policies, procedures and processes; conduct information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all service benefits in terms of all types of leave, state guarantees, housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and service terminations – including payment of pension. The provision of effective human Resources Recruitment-ensure an objective and fair recruitment selection and appointment process; facilitate the internal and external transfer of staff; manage the structure of the Region. Implement JE results compile EE reports per component to management of the region the effective and efficient management of the Human Resources Registry-ensure a safe environment for files and other documents; put convenient registry systems in place for easy reference; ensure the documents are well filed. The effective and effective management and development of staff, conduct employee orientation; conduct knowledge management and assist employees in career development.

ENQUIRIES : Ms F Clark Tel No: (041) 408 2133
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F. Clark

<u>POST 19/56</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTORATE AND COMPLIANCE)</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum Kimberley Regional Office Ref No: 2019/134A Port Elizabeth Regional Office Ref No: 2019/134B
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; a Valid driver's license; Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government's broader policy; Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes; Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Identify the possible risks in SCM and update the risk register, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; The effective administrative support on contract management, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries, Reporting non-compliant/irregularities to National treasury monthly, Supervise staff and employment-related processes.
<u>ENQUIRIES</u>	:	Mr. Luthando Botshobana Tel No: 053 - 838 5272 (Kimberly) Mr. S. Mkutukana Tel No: 041- 408 2001/2040 (Port Elizabeth)
<u>APPLICATIONS</u>	:	Kimberley Regional: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or hand deliver at 21 – 23 Market Street, Old Magistrate Court Building, Kimberley. For Attention: Ms N Hlongwane All Port Elizabeth: Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark
<u>POST 19/57</u>	:	<u>CHIEF WORKS MANAGER BUILDING REF NO: 2019/135</u>
<u>SALARY</u>	:	R316 791 per annum

<u>CENTRE REQUIREMENTS</u>	:	Mthatha Regional Office
	:	A three-year tertiary qualification in (T or N stream) or appropriate N3 (or equivalent qualification) and have passed an official trade test successfully, or be registered as an Engineering Technician in terms of the regulations promulgated under section 14(1) or 14(2) of the engineering profession of SA Act, 1990(Act 114 of 1990) Extensive appropriate experience in the built environment and a valid driver's license are required. The following will serve as recommendations: Proven ability in and exposure to project management, a working knowledge of projects and services in the building environment is essential. Extensive experience in working in multidisciplinary teams. Ability to budget and work with figures (financial management). Strong verbal and written communication skills. Computer literacy (word processing and spread sheets). The successful applicant must also have a sound knowledge of the National Department of Public Works Tender procedures, Tender Documents, Tender recommendations, Targeted procurement policy and compilation of specifications. Knowledge and understanding of PFMA, National Building Regulations and Government Procurement System – Supply Chain Management.
<u>DUTIES</u>	:	The successful candidate will be responsible (under the supervision of the Control Works Manager and on behalf of several client departments. Write specifications and to handle inspections in the building environment. Travel to sites on a regular basis will be essential to fulfil this task. Compile and prepare scope of works, estimates and technical reports. Verify and certify invoices from contracts. Inspect all state owned buildings in the Eastern Cape for any building and safety defects, do condition surveys.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mpukane Tel No: 047 502 7000
	:	All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<u>FOR ATTENTION</u>	:	Ms N Mzalisa
<u>POST 19/58</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2019/136</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum
	:	Bloemfontein Regional Office
	:	A three year tertiary qualification in the Electrical Engineering discipline accompanied by proven relevant extensive technical experience or N3 Certificate in Electrical Engineering plus passed trade test certificate with proven relevant extensive technical experience Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works. Do site inspections and reports on leased buildings. Assist in site handovers, first and final deliveries including the close out reports. Facilitate negotiations with contractors. Compile the scopes of work and prepare specifications and estimates. Ensure all work executed complies with PW 371 standards and specifications. Compile technical reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T Zulu Tel No: 051 408 7306
	:	Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/59</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT ACQUISITION REF NO: 2019/137</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum
	:	Johannesburg Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Logistics, Finance, Public Finance Management or equivalent qualification and relevant work experience in Bid and Quotation Administration. Competencies: Computer skills. Sound knowledge of Government Procurement procedures, namely Supply Chain Management, Preferential Procurement Policy Frame Work Act, PFMA and Treasury Regulations. A Valid Driver's license.
<u>DUTIES</u>	:	The successful candidate will be required to Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Perform any other assigned duties in relation to Supply Chain Management activities and maintain compliance. Liaise with Contract and Legal Administration on bids awarded. Supervise staff. It will be expected of the candidate to rotate in the Sub-directorate on an annual basis.
<u>ENQUIRIES</u>	:	Mr M Magoso Tel No: (011) 713 6226
<u>APPLICATIONS</u>	:	Johannesburg Regional: The Regional Manager, Department of Public Works: Private Bag X3, Braamfontein, 2017 or hand delivery to: 78 De Korte Street, Ground Floor, Mineralia Building, Braamfontein.
<u>FOR ATTENTION</u>	:	Mr. M Mudau
<u>POST 19/60</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2019/138</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification degree or equivalent qualification / equivalent qualification with appropriate experience. Sound knowledge of the PFMA, Asset Management, Sound knowledge of Treasury Regulations, Supply Chain Management and Government Transport. Sound decision making, control, planning and technical operational skills related to the job. Good customer service, communication. Computer literacy including understanding of Microsoft excel and word applications. A valid driver's license.
<u>DUTIES</u>	:	Supervise, manage and monitor all transactions Transport unit. Ensure compliance to all acts, regulations, policies and standard operating procedures related to transport and fleet management. Act as the proxy for fleet vehicles. Ensure that payments for fleet vehicles, S&T, travel and accommodation is done correctly. Prepare monthly, quarterly and annual commitment and accrual lists. Prepare monthly fleet utilization reports. Ensure that vehicles are maintained and cleaned regularly. Loss Control Officer.
<u>ENQUIRIES</u>	:	Mr. Ngqongqo Tel No: (047) 502 7003
<u>APPLICATIONS</u>	:	All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<u>FOR ATTENTION</u>	:	Ms N Mzalisa
<u>POST 19/61</u>	:	<u>ADMINISTRATIVE OFFICER: UTILIZATION & CONTRACTS REF NO: 2019/139</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification preferably in a property related or legal field. Appropriate experience in leasing, property administration and/or acquisition of property rights. Knowledge and understanding of Government procurement procedures and regulations. Understanding and knowledge of the PFMA, PPPFA and SCM, Understanding of the property market and its trends, Good communication (verbal and written) and interpersonal skills, Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials. The provision of optimal utilization of state owned properties. Manage

property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. Assist in identification of redundant state properties for disposal. The provision of management support of property related contracts and agreements.

ENQUIRIES : Ms Malindi-Maqeda Tel No: (047) 502 7000
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
FOR ATTENTION : Ms N Mzalisa

POST 19/62 : **STATE ACCOUNTANT: INTERNAL CONTROL**

SALARY : R257 508 per annum
CENTRE : Kimberley Regional Office Ref No: 2019/140A
 Port Elizabeth Regional Office Ref No: 2019/140B

REQUIREMENTS : A three year tertiary qualification in Finance, Supply Chain Management, Financial Management/Auditing, Accounting with Supply Chain Management experience. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS); Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance, Monitor whether finance and supply chain objectives are consistent with Government 's broader policy, Ensure that the Departmental SCM processes are aligned with those standards that support international best practice, Implement SCM practice notes, policies and inform about new prescripts from National Treasury, Identify non-compliance issues by doing the pre- audit and post audit, Compile report on Non-compliance for coordination for purposes of Financial statements, Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department, Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM, The effective administrative support on contract management, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries.

ENQUIRIES : Ms N Hlongwane Tel No: (053) 838 5377
APPLICATIONS : **All Kimberley Regional:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or hand deliver at 21 – 23 Market Street, Old Magistrate Court Building, Kimberley. For Attention: Ms N Hlongwane
All Port Elizabeth: Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark

POST 19/63 : **STATE ACCOUNTANT REF NO: 2019/141 (X2 POSTS)**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification or degree in Accounting/ Auditing/ Financial Management, and related work experience. Knowledge and experience of

government systems, BAS, Persal any other accounting systems. Knowledge of WCS, PMIS & Sage will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage.

DUTIES : Control, manage and execute timely payment of all invoices \ statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\SAGE; Persal\SAGE; WCS\SAGE; Logis\BAS\SAGE). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyze reports. Budget preparation and support. Manage expenditure, debt and revenue.

ENQUIRIES : Mr N Gengiah Tel No: (031) 3147014, Ms BV Ngubane Tel No: (031) 3147063
APPLICATIONS : Durban Regional: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph

POST 19/64 : **ASSISTANT ADMINISTRATION OFFICER: WORKS MANAGEMENT REF NO: 2019/142**

SALARY : R208 584 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Grade 12 with extensive relevant office administration experience or equivalent with appropriate experience in office administration in a related environment. (An appropriate National Diploma/Degree will be an added advantage). Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work under pressure.

DUTIES : Manage and co-ordinate the functions of the component liaise with Chief Works Managers and Clients (external & internal). Handle Works Managers' correspondence with clients. Provide admin support for works managers and technical functions. Administer invoices and estimates, leaves and work plans. Provide general administrative support within the section.

ENQUIRIES : Mr T Mohapi Tel No: (051) 408 7354
APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 19/65 : **SWITCH BOARD OPERATOR REF NO: 2019/143**
 (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R145 281 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12 or equivalent with relevant experience, general administrative procedures, knowledge of telephone systems, electronic media, Language proficiency, clear and well-articulated voice, effective verbal communication, and clients centered service delivery, computer literacy, numeracy, interpersonal relations. Hard working, tact and diplomacy and willing to adapt work schedule in accordance with office requirements, computer literacy, knowledge of telephone systems, Good interpersonal skills, language proficiency, basic communication and literacy.

DUTIES : Operate switch switchboard, Handling incoming and outgoing calls, respond to all internal and external telephone calls, direct/connect telephone calls as required, update the switchboard system, attend to faulty barring lines on the system, assist in swapping of extensions, create profile for new users and configuration of the phone, upgrading of call manager i.e. adding or deleting of users, Set up of call conference, call grouping-able to pick up call from other extensions, barring and unbarring of telephones lines.

ENQUIRIES : Mr M Magoso Tel No: (011) 713 6226

APPLICATIONS : All Johannesburg Regional: The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 19/66 : **CLEANERS: FACILITIES MANAGEMENT REF NO: 2019/144 (X5 POSTS)**

SALARY : R122 595 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : Grade 10 (Std 8) or ABET level 3 qualification. Relevant cleaning experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices.

ENQUIRIES : Ms N Nakumba Tel No: (012) 492 3173
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/67 : **GROUNDSMAN REF NO: 2019/145 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 10 or Standard 8, Abet level 3 or equivalent. Appropriate experience in horticultural practices. Good interpersonal skills, basic communication and literacy. Knowledge on usage of gardening equipment will be an added advantage. Code 8 will be added advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and collecting garden refuse on to trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment's.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6095
APPLICATIONS : All Johannesburg Regional: The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application.
- CLOSING DATE** : 14 June 2019 at 16:00
- NOTE** : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 19/68** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2019/222**
Directorate: Social Organisational and Youth Development
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : National Diploma in Public Administration//Human Resources Management/Human Resource Development/Education. 3 years' management experience in training and development/human resource development. Job related knowledge: Constitution, Food Governance and Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, National Skills Development Strategy (NSDS) III, Skills Development Act, South African Qualifications Act, National Development Plan (NDP), New Growth Path (NGP), Industrial Policy Action Plan (IPAP) II, National Skills Development Accord. Job related skills: Strategic planning, Problem solving, Communication and interpersonal relations, Project Management, Conflict resolution, Leadership, People Management, Results oriented, Corporate governance, Presentation and facilitation, Computer literacy, Financial Management, Monitoring and Evaluation. A valid driver's licence.
- DUTIES** : Develop, update and maintain a Provincial Skills Development Plan for the National Rural Youth Service Corps (NARYSEC) Programme. Research and identify scarce skills based on the economic priorities for the Districts and Province annually. Identify appropriate learning programmes, linked to the identified scarce skills annually. Plan and conduct career and vocational guidance sessions for participants who have been recruited into the NARYSEC programme. Compile and submit the Provincial Skills Development Plan. Manage the implementation of the Provincial Skills Development Plan. Identify and engage accredited training

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

- ENQUIRIES** : Mr W Mambana Tel No: (012) 337 3655
- APPLICATIONS** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/69** : **CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/223**
Directorate: Mapping Services
- SALARY** : R446 202 per annum (Salary in accordance with the OSD for Engineers)
- CENTRE** : Western Cape (Cape Town/Mowbray)
- REQUIREMENTS** : National Diploma (NQF 6) in surveying or cartography. Compulsory registration with South African Geomatics Council. 6 years' post qualification technical (survey/cartography) experience. 3 years' supervisory experience. Job related knowledge: Programme and project management, Survey, legal, operational compliance and operational communication, Mobile equipment, Process knowledge and skills, Maintenance skills and knowledge, Geo-database design and analysis knowledge, Creating high performance organisational culture, Technical consulting, Survey design and analysis knowledge, Research and development, Computer aided survey application, Digital photogrammetry (advanced), Topographic mapping, Digital elevation/surface models, Process of aerial triangulation blocks, including accuracy assessment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Report writing, Literacy, Understanding geo-spatial data and computer graphics environment, Advanced computer literacy, Interpersonal relations, Time Management, Supervisory, Analytical, Facilitation, Resource planning and team management, Ability to

DUTIES

perform and apply quality control checks, Ability to work in a high production environment. A valid driver's licence.

: Survey design and analysis effectiveness. Perform planning/final review and approvals or audits on digital photogrammetry applications according to set standards and design principles or theory. Co-ordinate digital photogrammetry efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of photo control (including aerial triangulation) and digital elevation capture and processing through the provision of appropriate structures, systems and resources. Set photo control (including aerial triangulation) and digital elevation capture and processing maintenance standards, specifications and service levels according to organisational objectives. Monitor photo control (including aerial triangulation) and digital elevation capture and processing maintenance efficiencies according to organisational goals to direct or redirect survey service. Ensure effective and efficient governance. Allocate, monitor and control resources. Compile risks logs (database) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of mapping related matters to minimise possible mapping risks. Manage and implement knowledge sharing initiatives e.g short term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Ensure effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

ENQUIRIES

: Mr A Parker Tel No: (021) 658 4302

APPLICATIONS

: Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.

NOTE

: African males and African females and Persons with disabilities are encouraged to apply.

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

CLOSING DATE : 21 June 2019
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 19/70 : **OPERATIONAL MANAGER: PNA-5 REF NO: H/O/12**

SALARY : R444 276 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Degree/ Diploma in Health Care Management. Diploma/Certificate in Infection Prevention and Control. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Knowledge And Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standard and a professional/legal framework. Provision of effective support to nursing services. Coordination of the provision of effective training & research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother & child program. Provide holistic nursing care to patients in the unit in a cost effective, efficient & equitable manner. Ensure compliance to national core standard and ten-point plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management.

ENQUIRIES : Me M M E Rakhetla, Tel No: (058) 303 5123
APPLICATIONS : The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Mr P P Radebe

POST 19/71 : **RADIOGRAPHER: GRADE 1 REF NO: H/R/13**

SALARY : R317 976 per annum (OSD)
CENTRE : Phumelela Hospital, Vrede
REQUIREMENTS : Baccalaureus Degree in Radiography. Registration with the HPCSA as a Radiographer. Experience: None after registration with the HPCSA as Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Communication skills, interpersonal skills, problem solving skills.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose. Practice radiation protection to minimize radiation dose to staff, patients and general public. Exercise clinical responsibility to ensure optimal diagnostic imaging. Participate in education and training programs for continuous professional development and quality service delivery: Implement quality assurance programs for quality service delivery:

ENQUIRIES : Me P N A Hlongwane Tel No: (058) 624 1800
APPLICATIONS : To Be Send to: The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880
FOR ATTENTION : Mr F C Moloi

POST 19/72 : **SOCIAL WORKER: GRADE 1 REF NO: H/S/47**

SALARY : R257 592 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Bachelor of Social Work. Registration with the SACSSP as a Social Worker. Experience: none after registration with the SACSSP as a Social Worker. Knowledge and Skills: Confidentiality.

DUTIES : To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.

ENQUIRIES : Mr T A Mohaeka, Tel No: (058) 303 5123
APPLICATIONS : TO: The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Mr T A Mohaeka

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

ERRATUM: Kindly note that the post of Head of Department Nursing College – General Nursing Science (**for Ann Latsky Nursing College**) with Ref No: 3/4/1/2/4 advertised in the Public Service Vacancy Circular 17 dated 17 May 2019; the requirements of the post has been amended as follows: Bachelor's degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered Nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Bachelor's degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Up-to-date in respect to clinical practice and experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license. The closing date has been extended to 07 June 2019.

OTHER POSTS

- POST 19/73** : **REGISTRAR REF NO: KPTH/REG INTMED/05/19**
Directorate: Department Of Internal Medicine
- SALARY** : R821 205 – R858 711 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBCHB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. Applicant must have an interest in Internal Medicine. The post is a combine training position between Kalafong hospital and University of Pretoria.
- DUTIES** : The successful candidate will be expected to work in Internal Medicine for four (4) years, and will be have to perform after hour calls. Duties will include patient care, student education and research will be compulsory. Rotation through hospitals and units associated with the University Of Pretoria Faculty Of Health Sciences.
- ENQUIRIES** : Prof DG Van Zyl Tel No: (012) 373 1008
- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment

will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. **NB:** Preference will be given to South African citizens and candidates who already completed Part 1 of FCP examination. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/74</u>	:	<u>REGISTRAR REF NO: KPTH/REGPAED/05/19</u> Directorate: Department of Paediatrics
<u>SALARY</u>	:	R821 205 – R858 711 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBCHB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification.
<u>DUTIES</u>	:	The successful candidates will be responsible for rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospital and units associated with University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and portfolio of learning as required by the college of Medicine of South Africa.
<u>ENQUIRIES</u>	:	Prof T Avenant Tel No: (012) 373 1009
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: Preference will be given to South African citizens. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>APPLICATIONS</u>	:	Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
<u>CLOSING DATE</u>	:	14 June 2019

- POST 19/75** : **MEDICAL OFFICER (SURGERY UNIT) REF NO: 004054**
Directorate: Clinical Services
- SALARY** : Grade 1: R821 205 – R884 672 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
Medical Degree (MBCHB). Currently registered with HPCSA as a Medical Practitioner. Good professional attitude/conduct, good communication skills, team work ability and good professional ethics.
- DUTIES** : The incumbent should be able to conduct surgical procedures independently. The incumbent will be responsible to run the out-patient department. Willingness to teach junior staff members (Students and Medical officers). Demonstrate leadership skills. Be able to work with various stakeholders.
- ENQUIRIES APPLICATIONS** : Dr D Mbava Tel No: (012) 842 0957
Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng street and Tsamaya Road, Mamelodi East.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.
- CLOSING DATE** : 14 June 2019
- POST 19/76** : **CHIEF SPEECH THERAPIST AND AUDIOLOGIST REF NO: HRM 50/2019**
Directorate: Speech and Audiology
- SALARY** : R466 119 per annum plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
A degree in speech therapy (ST). Audiology (Aud) or Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current annual registration with the HPCSA. Minimum of 3 years appropriate/recognizable experience after community service. Excellent verbal and written communication skills and computer literacy as well as experience with tertiary-level speech therapy and/or audiology services (E.g. Electrophysiology, Ototoxicity monitoring, tracheostomy, laryngotomy, Video Fluoroscopy studies) will be an added advantage.
- DUTIES** : Basic knowledge of the work processes and procedures in both Speech Therapy and Audiology (even if single-qualified). Ability to provide high quality clinical speech therapy and/or Audiology services that complies with norms and standards to both in and out patients. Promotion and marketing of Speech Therapy and Audiology services and development of new services. Develop and implement monitoring and evaluation of services. Implement clinical protocols to adhere to NCS and related policies. Support the Assistant Director with managerial tasks which include: co-coordinating both speech therapy and audiology services, development and implementation of clinical plans and quality assurance measures in the department and ensure that non-compliance is addressed. Supervision and monitoring the performance of both Speech Therapy and Audiology staff. Give input into budget planning, asset management, risk management and HR management. Represent the department in various meetings within the hospital and to relevant external stakeholders. Clinical involvement and training of students. Ability to work in a multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Ms. Baloyi BE Tel No: (012) 354 2714
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 14 June 2019
- POST 19/77** : **PROFESSIONAL NURSES: SPECIALTY REF NO: KPTH/ PNB/05/19 (X13 POSTS)**
 Directorate: Nursing Services
 Departments: Trauma, Paeds, ICU, Operating Theatre, Maternity and Ophthalmology
- SALARY** : R383 226 – R444 276 per annum (plus benefits). Grading will be according to OSD Policy.
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
 : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of 4-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic Nursing Qualification, with a duration of at least 1year in specialized areas mentioned above. Current (2019) SANC receipt. Proof of service record for appropriate grading according to OSD policy. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. SKILLS: Good communication (verbal and written). Report writing, Interpersonal skills including conflict management and counselling skills. Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effectively utilisation of resources. i.e. Human, Material, and services. Participation in training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care.
- ENQUIRIES NOTE** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
 : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department **NB:** Preference Will Be Given to South African Citizens. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

APPLICATIONS : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

CLOSING DATE : 14 June 2019

POST 19/78 : **CLINICAL TECHNOLOGIST REF NO: HRM 51/2019**
Directorate: Reproductive Biology

SALARY : R317 976 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A B-tech degree or National diploma in clinical technology (Reproductive Biology) with registration at the HPCSA as a Clinical Technologist (Reproductive Biology). Trained in performing assisted reproduction procedures and handling of relevant equipment. Experience in theoretical and practical training of all laboratory procedures will be an advantage. Excellent interpersonal and communication skills.

DUTIES : The candidate must be able to demonstrate a working knowledge in the field of human assisted reproduction technology (ART). The candidate will be expected to partake in procedures including: humn embryo culture (conventional culture and time lapse culture), micromanipulation, use and maintenance of equipment, database use and upkeep (including SARA/ANARA) and semen decontamination; assist in the practical and theoretical training of clinical technology students according to HPCSA regulations and meet milestone targets, with detailed attention to time management and multi-tasking.

ENQUIRIES : Prof C Huyser Tel No: (012) 354 2067/2208
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 14 June 2019

POST 19/79 : **MEDICAL BIOLOGICAL SCIENTIST REF NO: HRM 52/2019**
Directorate: Reproductive Biology

SALARY : R317 976 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 BSc honorus in a relevant filed (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in Basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

DUTIES : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

ENQUIRIES : Prof C Huyser Tel No: (012) 354 2067/2208
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 14 June 2019

POST 19/80 : **COMMUNITY LIAISON OFFICER REF NO: KPTH/CLO/05/19**
Directorate: Communication Unit

SALARY : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Grade 12, Degree or National Diploma in Communication, Marketing Management /Public Relations or equivalent NQF level 6 qualification and three (3) year post qualification experience in a Communication / Public Relations / Media Relations / Journalism environment. A valid drivers' license and be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Knowledge of drafting media statements, Public Relations, Communication and protocol, Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills.
- DUTIES** : To ensure effective Media Liaison, Public Relations, Marketing and Advertising for the Department. Provide professional support to the divisional units regarding media questions. Liaise with media on behalf of the department on matters affecting the public. Advise the department on media related matters. Facilitate and coordinate the design of publications and production material for the department. Facilitate the marketing of the department corporate identity. Review and analyse policies. Assist in branding departmental activities, events, awareness initiatives and any communication related projects / programmes as may be required.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department **NB:** Additional criteria may apply in filling of this position and applicants above the salary notch advertised will not be considered. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- CLOSING DATE** : 14 June 2019
- POST 19/81** : **LABOUR RELATIONS OFFICER REF NO: FERH/LRO/01**
Directorate: Human Resource Management
- SALARY** : R257 508 – R303 339 per annum (all-inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : A relevant 3 year Diploma/Degree qualification or Grade 12 with 5 and more experience in Labour Relations in the Public Service. Knowledge of Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislation. Verbal and written communication skills report writing skills. Conflict management, Computer Literacy, Knowledge in MS Office package. A driver's license is a prerequisite.
- DUTIES** : Preside over disciplinary cases and write reports. Investigate allegations of misconduct, draft charge sheets, prepare witnesses and represent the Employer in

disciplinary hearings. Support institutions in the management of progressive discipline. Analyses trends and advice Management on serious adverse events 68 cases, forensics cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance with relevant disciplinary code and procedures. Support management with progressive discipline. Provide an effective channel for communication and co-operation between the hospital management and the organized labour. Facilitate Bi lateral and Multi-lateral meetings within the institution.

ENQUIRIES : Mr R Moshwani Tel No: 011 812 8395
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. Note: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 14 June 2019

POST 19/82 : **LOGISTICS SUPPORT OFFICER REF NO: BGH 2019/MAY/01 (X1 POST)**
 Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : An appropriate Three (3) Year National Tertiary Qualification and a minimum of Three (3) years relevant experience within stores or Grade 12 with a minimum of Five (5) years in stores management. Sound knowledge of SAP/SRM and PAS system. Knowledge and attribute PFMA, PPPFA and Government procurement policy. Treasury Regulations. Computer literacy. Ability to work under pressure.

DUTIES : Overall supervision of stores section. Monitoring of transactions of goods and services delivered on SAP. Monitoring of GRV's captured on SAP/RSM and the web cycle as required. Monitor issuing of inventory items to the cost centers as requested through internal requisitions. Monitoring transactions on control cards VA11. Monitor transit in and out. Monitor that outstanding deliveries and verification of transactions are done. Monitor adherence to stock levels. Monitor that condemning is done in accordance with disposal procedures. Ensure that effective reliable filing system. Manage and plan stock taking. Compiling monthly reports. Contracting and evaluation of staff in line with PMDS policy. Assist with the implementation of PFMA. Strengthening provisioning skills within the institution. Training of subordinates. Attending and responding to the Auditor General queries. Keep abreast with legislations.

ENQUIRIES : Mr. M.J.K. Moabelo Tel No: (011)278 7784
APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 21 June 2019

POST 19/83 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (EHWP) REF NO: KPTH/EHWP/05/19**
Directorate: Human Resources Unit

SALARY : PNA2: R256 905 – R297 825 per annum (plus benefits)
PNA3: R315 963 – R362 865 per annum (plus benefits)
PNA4: R383 226 – R485 475 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. Degree / Diploma in nursing (Basic 425) that allows registration with SANC as a Professional Nurse. Minimum of 4-years or more functional experience in Employee Health supervisory experience. Current proof of registration with SANC (2019). Proof of service records and NQF Level 5 counselling certificate / Social work. Computer literacy and drivers' license. Legislative frameworks relevant to the post Labour Relations Act; HIV and related legislation; policies and regulations; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Employment Equity Act; Public Finance Management Act; Public Service Act and Regulations; Nursing Act; BCEA Knowledge of the National Strategic Plan for RSA on HIV and AIDS and STI's; Integrated Employee Health and Wellness Framework; Departmental policies and procedures and Batho Pele Principles. Skills: Communication; Interpersonal relations; Counselling; Problem solving; Decision making and Presentation skill.

DUTIES : Coordinate Employee Health and Wellness Programmes (EHWP). Manage Employee Assistance Programme (EAP) and HIV/AIDS and TB in the workplace. Ensure provision of trauma debriefing, counselling and support to employees of hospital. Address alcohol and substance abuse in the workplace. Assist in Incapacity Management. Manage absenteeism in the workplace. Assist line managers to identify and resolve staff problems. Keep confidential records of EAP services. Promote and market EAP services to employees including managers. Conduct training of various EHWP issues. Lead in Employee Wellness campaigns in the hospital. Facilitate an integrated employee wellness programmes and services.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department **NB:** Additional criteria may apply in filling of this position and applicants above the salary notch Advertised will not be considered. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- CLOSING DATE** : 14 June 2019
- POST 19/84** : **SECRETARY REF NO: HRM 53/2019**
Directorate: obstetrics and gynecology
- SALARY** : R173 703 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : The incumbent must have grade 12 and completed a diploma or degree course relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in clinical academic environment with joint Provincial and University responsibilities. Computer literacy in Ms. Word, Excel, PowerPoint, Outlook, People Soft, SAP. Must be bilingual and must have secretarial experience, working more than five years, be able to priorities duties, work independently and willing to work after hours when required and assist with tasks not included on job description from time to time.
- DUTIES** : Manage and Organize the functions of the division, this includes telephone calls, patient enquiries, filling and record keeping, visitors, correspondence, patient reports, duty rosters, statistics. Educational duties are liaison with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of divisions' educational tasks at interuniversity and College of Medicine level. Organize meetings and take notes. Assist with student enquiries; assist with anything regarding students, travel arrangements (national and international), place orders and follow up.
- ENQUIRIES** : Prof G Dreyer Tel No: (012) 354 3900/2368
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 14 June 2019
- POST 19/85** : **CLEANER REF NO: REF-TDH003/2019 (X1 POST)**
Directorate: Administration and Patient Affairs & Logistics
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Abet or Grade 12 certificate, previous cleaning experience good verbal communication and interpersonal skills. Be able to work in a team environment.
- DUTIES** : Clean and create and orderly working environment and operating cleaning material. Clean floors, walls, windows, corridors, toilets, rooms, bathroom doors, furniture and lifts. Ensure proper handling of cleaning equipment's. Check and empty waste bag, provide and change refuse. Disinfect of all surfaces according to programme. Report defect to works department.
- ENQUIRIES** : Ms. A Lewis Tel No: 012 354 7364
- APPLICATIONS** : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001, Hand Delivery at Tshwane District Hospital post box next to enquiries Office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 14 June 2019

POST 19/86 : **LAUNDRY WORKER REF NO: REF-TDH004/2019 (X1 POST)**
Directorate: Administration and Patient Affairs & Logistics

SALARY : R102 534 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Abet or Grade 12 certificate, previous cleaning experience good verbal communication and interpersonal skills. Be able to work in a team environment

DUTIES : Distribution and Collection of linen to wards. Sluicing of soiled and bloodied linen. Packing of dirty into laundry bags and loading in the truck to be sent to Masakhane for washing. Offloading and unpacking of clean linen bags from service provider to clean linen bank. Willingness to work more hours and overtime. Perform stock take on quarterly basis. Willingness to go an extra mile when the need arises.

ENQUIRIES : Ms. A Lewis Tel No: 012 354 7364

APPLICATIONS : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001. Hand Delivery at Tshwane District Hospital post box next to enquiries Office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 14 June 2019

PROVINCIAL TREASURY

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



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

CLOSING DATE : 14 June 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng

Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 19/87** : **DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT**
Directorate: Financial Governance
- SALARY** : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification Degree in Business/Public Administration / Management / Corporate Governance. 3 – 5 years' experience in the public sector in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing environment will be an added advantage.
- DUTIES** : Ensure that Audit Committees are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committees and ensure Members operate in an enabling environment in order to meet their objectives and operate in accordance with the Audit Committee Charter. Overall management and development of staff members within the unit.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227 9000
- POST 19/88** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**
Directorate: CFO's Office
- SALARY** : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification e.g. Degree in Financial Management NQF level 7 plus 3 – 5 years' experience in the financial management environment as an administrator. Relevant experience in budget planning process, expenditure monitoring through analysis of reports, personnel costing, compilation of quarterly reports, reconciliations and able to respond to queries. Good understanding of PFMA, Treasury Regulations and Standards Charts of Accounting. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage.
- DUTIES** : Coordinate and review the necessary financial supporting documents required for the strategic and annual performance process. Coordinate the preparation and consultation for the MTEF budget and the implementation of the adjustment estimates process. Develop templates for the collection of budget information from line functionaries. Align budget statement with the annual performance plan, strategic plan, national and provincial spending priorities. Provide information for the preparation of the annual financial statements. Evaluate the information monthly reports produced (variance between actual versus budgeted expenditure) and recommend corrective action where required. Compile information for the interim and annual performance reports. Manage the journals preparation. Manage the allocation of expenditure. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Assist in the preparation of expenditure classification reports. Oversee the process to ensure that the relevant institution is eligible for a transfer payment and that they comply with the relevant financial legislative requirements. Monitor performance of employees and determine training needs. Manage the operational processes, resources and procedures associated with the unit.
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: (011) 227 9000

<u>POST 19/89</u>	:	<u>PRACTITIONER: TENDER ADMINISTRATION</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Supply Chain Management or Procurement Management. 1-2 years' experience in Supply Chain.
<u>DUTIES</u>	:	Handle tender administration services for all Provincial Departments, which include, issuing of tenders, opening of tenders in public, which include reading out of tender information and stamp the bids, handle admin compliance, ensure that tender documents are securely kept in storage and handle some sort of manual labour. Candidate should be able to work under pressure and can include working after hours occasionally.
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel No: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>CLOSING DATE</u>	:	14 June 2019
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 19/90</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: SD/2019/05/112</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year Tertiary Qualification in Supply Chain Management with 3-5 years' experience in Supply Chain Management in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<u>DUTIES</u>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop

partnerships and network with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.

ENQUIRIES : Ms S Moloi Tel No: (011) 227 0027

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to: Private Bag x35, Johannesburg, 2000.

FOR ATTENTION : Ms S Moloi Tel No: (011) 227 0062

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

POST 19/91 : **CHIEF REGISTRY CLERK REF NO: SD/2019/05/113**

SALARY : R257 508 per annum (plus benefits)

CENTRE : West Rand Region

REQUIREMENTS : A three tertiary Qualification in Records Management with 1-2 years' experience in registry field. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion of the National Archives Certificate in Records Management will be an added advantage. Skills and Competencies: Communication (written and verbal), Planning and Organizing as well as problem solving skills. Computer Literate. Must be friendly, helpful, accurate, confident, positive and dynamic.

DUTIES : Manage resources and the overall functioning of the Registry. Supervise Registry personnel and processes. Update the filing system and maintain the filing index. Arrange for disposal of Archived records and maintain the destruction register. Ensure distribution of correspondence to relevant components. Liaise with National Archive to ensure compliance with the National Archives Act and /or related legislation. Manage the storage of records. Manage requests of files. Implement and monitor the registry procedure manual. Contribute to document management processes in components and ensure staff implementation of work schedules. Manage and supervise staff including allocation of resources including performance management and development of staff.

ENQUIRIES : Mr S Makgorogo Tel No: (011)950 7803

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development. West Rand Region, 16 Human Street, Krugersdorp or posted to Private Bag X 2068, Krugersdorp.

FOR ATTENTION : Mr S Makgorogo. Tel No: (011) 950 7782/7700

POST 19/92 : **SUPPLY CHAIN OFFICER PROCUREMENT REF NO: SD/2019/05/114**

SALARY : R257 508 per annum plus benefits

CENTRE : Itireleng Work shop for the Blind

REQUIREMENTS : A three-year Tertiary Qualification in Logistics/ Supply Chain with 1 to 2 years' administrative experience. A valid driver's licence. Skills and Competencies: Impact and influence, Customer focus and responsiveness, Good communication, writing, interpersonal and conflict management skills.

DUTIES : Supervise the capturing of requisition. Ensure that requisitions are approved properly and have the stamp for availability of funds before processing. Assist end user with using of catalogue and material master. Ensure that catalogue and material master are utilised. Supervise the expediting of outstanding orders. Expediting the creation of outstanding orders with GDF buyers. Payment management. Ensure GRV are captured within 2 days. Ensure that invoices are cleared for payments on BAS

ENQUIRIES : Ms N Machaba Tel No: (012) 703 9014/5

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development The Gauteng Department of Social Development: Itireleng Workshop for the Blind: 3152 Sekwati Street, Garankuwa, 0208.

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

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

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

OTHER POSTS

- POST 19/93** : **HEAD CLINICAL UNIT: MEDICAL (PAEDIATRICIAN) REF NO: ETH 10/2019**
- SALARY** : Grade 1: R1 728 807 per annum (All-inclusive package)
- CENTRE** : EThekwini District Office
- REQUIREMENTS** : Senior Certificate, MBCHB degree or equivalent, Specialist qualification in Paediatrics, Registration Certificate with HPCSA as a Medical Specialist, Paediatrics, Current registration with HPCSA as a Medical Specialist (2019/2020) and A minimum of 3 years post registration as a medical Specialist experience. Knowledge, Skills, Training and Competence required: Sound knowledge of the of Paediatric clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programme, Epidemiology and statistics, Quality assurance and improvement programme, Human resources and financial management, Health and Public Service legislation, regulations and policy, Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy, Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic and Report writing abilities.
- DUTIES** : Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a paediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital, Spend at least 80% of time on supporting the improvement of paediatric services within the district. Support neonatal, child and youth health service delivery in the district. Primarily support district hospitals with all aspects of service delivery related to paediatrics and child health. Secondly support clinics, community health centers and primary health care outreach teams including engaging private sector paediatrician's with service delivery related to paediatrics and child health. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health.
- ENQUIRIES** : Mrs TBT Sakyi, Director: Ethekwini District Office Tel No: 031 2405308
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X54138, Durban, 4000.
- FOR ATTENTION** : Mr TA Mthethwa: Human Resource Practices
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the

following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

- CLOSING DATE** : 21 June 2019
- POST 19/94** : **CLINICAL MANAGER (OBSTETRICS AND GYNAECOLOGY) REF NO: COSH 08/2019**
- SALARY** : R1 173 900 per annum, 22 % Rural Allowance, Commuted Overtime (conditions apply).
- CENTRE** : Church of Scotland Hospital
- REQUIREMENTS** : Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least 5 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner of which 1 year must have been spent in O&G department. Valid driver's license code EB. NB Proof of experience endorsed and stamped by Human Resource. Knowledge of health legislation and policies at public institution. Communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of Obstetrics and Gynaecology. Computer literacy, sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge of ESMOE. Good team building and problem solver. Knowledge of medical disciplines and management skills, knowledge and experience in District Health System.
- DUTIES** : Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meetings. Chair monthly perinatal and mortality in absence of the chairperson. Ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meetings through clinical audits. Perform overtime when need arises. Provide an after hour emergency Obstetrics and Gynae services. Ensure the running Antenatal and Gynae Out Patient clinic. Manage the work in labour ward and Theatre. Participate in Academic activities of the Department and teaching of junior staff. Contribute to the running of the obstetrics services in the community referral clinics. Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance, support CHC and clinics referring to Obstetrics and Gynaecology department.
- ENQUIRIES** : Dr T. Kabwe Tel No: 033 4931000 Ext. 4026
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The

appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- APPLICATIONS** : Please forward/deliver applications quoting the reference number to: The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010.
- FOR ATTENTION** : Mrs N.P. Sithole
- CLOSING DATE** : 14 June 2019 (Late applications will not be accepted)
- POST 19/95** : **CLINICAL MANAGER MEDICAL GRADE 1 (SURGERY) REF NO: PMMH/CMM/SURG 01/2019 (X1 POST)**
Re-Advertised
- SALARY** : R1 173 900 – R1 302 849 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In- Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital – Surgery
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Experience: The appointment to grade 1 requires appropriate qualification, registration certificate plus 3 years' experience after registration with HPCSA as a Medical Practitioner. NB there is no direct appointment to grade 2. To progress from Grade 1 to 2 is through grade progression only. Knowledge, Skills, Training and Competencies Sound Clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current Health Policies, Legislation programmes and priorities within the domain. Ability to teach, guide junior staff within the department.
- DUTIES** : Direct, supervise and evaluate work activities of Medical Officers, registrars and medical interns. Discuss, assist and consult with Head Clinical Unit (HCU) regarding service delivery issues, enhance public relations, coordinate activities and plans and promote health programmes. Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies. Be responsible for clinical governance of medical service. Offer a comprehensive quality are service to patients. Effectively manage administrative functions; and coordinate regular meetings with surgical team. Optimally supervise, instruct and train junior personnel, including Registrars. Render outreach and support services to other levels of care in our drainage areas. Participate in academic activities at undergraduate and postgraduate level as required. Participate in continuing medical education, as required by the Health Professions Council of South Africa. Participate and manage the staff labour relation when there is conflict among medical staff. Delegating gathering of statistics to relevant persons.
- ENQUIRIES** : Dr JJ Pansegrouw Tel No: 031 9078303 / 8712
- 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.
- CLOSING DATE** : 14 June 2019

<u>POST 19/96</u>	:	<u>MEDICAL SPECIALIST (GRADE 1, 2, 3) (NEONATOLOGY) REF NO: GS 35/19</u> Component: Paediatrics
<u>SALARY</u>	:	Grade 1: R1 106 040 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. Employee must sign the commuted overtime contract form. Grade 2: R1 264 623 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. Employee must sign the commuted overtime contract form. Grade 3: R1 467 651 per annum 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. Employee must sign the commuted overtime contract form.
<u>CENTRE</u>	:	Greys Hospital, PMB Metropolitan Hospital Complex (Including Greys, Edendale and Northdale Hospital)
<u>REQUIREMENTS</u>	:	Minimum Requirements: MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent CMSA Certification as a sub-specialist in Neonatology plus Current Registration with Health Professions Council of South Africa as a Sub-specialist in Neonatology. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Recommendations: Experience as a Paediatrician/Neonatologist in the public service offering a comprehensive service. Experience in developing tertiary services in resource constrained environment. Knowledge, Skills, Training and Competency Required: Sub-specialist medical knowledge, skills & competence in neonatology Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics (research & monitoring and evaluation) Medical education training and experience. Research publications, research knowledge, skills & competence, including supervision.
<u>DUTIES</u>	:	Key Performance Areas ((Will cover clinical skills, performance, training & development, research, supervision, support, administration & management responsibilities) Participate in the provision of 24-hour in- and out-patient neonatal and paediatric service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the departmental Outreach program to the catchment area Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health Assist and participate in research activities as defined within the department.
<u>ENQUIRIES</u>	:	Dr T A Martin Tel No: 033 8973443
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 35/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not

heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

- CLOSING DATE** : 14 June 2019
- POST 19/97** : **MEDICAL SPECIALIST GRADE 1 – 3 (INTERNAL MEDICINE) REF NO: PMMH/SPEC/INTEM/01/2019 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Orthopaedics
: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine). Proof of current registration as a Medical Specialist with HPCSA. Experience: Medical Specialist **Grade 1**: No experience required
Medical Specialist **Grade 2**: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty
Medical Specialist **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound Knowledge and skills associated with the practice of Internal Medicine. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide Specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in PMMH. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescript Act, Legislatives, Policies, Circulars, Procedures, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr M Aung Tel No: 031 907 8304 / 8317
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION NOTE** : Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 14 June 2019

<u>POST 19/98</u>	:	<u>MEDICAL OFFICER REF NO: CBH06/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum Other Benefits: 18% rural allowance, 13th cheque, Medical aid (optional) and commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	Catherine Booth Hospital Standard10, Matric, Grade12 or equivalent. An appropriate qualification in the appropriate Health Sciences (MBChB or equivalent). Current registration with the HPCSA as a Medical Practitioner. Non South African citizen applicants need to have a valid work permit in accordance with HRM circular no: 49/2008 obtainable from any government department. Certificate/s of service from current and or previous Employer stamped and endorsed by HR Department. Grade 1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade 2: Minimum of 5 years experience 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. Grade 3: Minimum of 10 years experience 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. Sound knowledge of clinical and surgical skills associated within the practice of a District Level hospital, e.g. Caesarian sections and spinal anaesthetics, circumcisions, etc. Knowledge and skills in, inter alia, General Medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics and Obstetrics & Gynecology. Good communication and interpersonal skills. Teaching and supervision of junior doctors. Knowledge of MDR-TB. Knowledge of all applicable legislation.
<u>DUTIES</u>	:	Clinical and administrative duties. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD/casualty, maternity, paediatric and adult wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures including cesarean sections and administer anaesthesia. Attend on-going training and updates by the DOH. Manage patients in the MDR-TB unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N Sunderall Tel No: (035 474 8407/8/9) All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801.
<u>ENQUIRIES NOTE</u>	:	Ms SL Ntuli: Human Resource Department Tel No: 035 474 8402 Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.
<u>CLOSING DATE</u>	:	14 June 2019

<u>POST 19/99</u>	:	<u>ASSISTANT MANAGER NURSING: (SPECIALTY) OBSTETRICS AND GYNAECOLOGY REF NO: GS 36/19</u>
	:	Component – Nursing
<u>SALARY</u>	:	R614 991 per annum, Plus 13 th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
	:	Minimum Requirements: Grade 12 Certificate Degree / Diploma in General Nursing and Midwifery. A Post Basic Qualification in Advanced Midwifery and neonatology accredited with SANC. Current Registration with SANC (receipt for 2019 license to practice) A minimum of 10 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing At least 6 years of the period referred to above must be appropriate /recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. At least three (3) years of the period referred above must be appropriate / recognisable experience at Management level. (Eg from the level of an Operational Manager) Certificate of service endorsed by Human Resource Department as a proof of experience. Recommendation: Computer Literacy Degree/Diploma in Health Service/Nursing Management/Nursing Administration will be an advantage Knowledge, Skills, Training and Competency Required: Knowledge and insight into Nursing processes and procedures Knowledge of Nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery Knowledge of disciplinary processes Knowledge of basic/standard management principle of approach The ability to function well with a team Sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management Knowledge and implementation of Batho Pele Principles. Supervisory and analytical thinking skills. Good verbal, writing and communication skills, facilitation and coordination skills. Extensive knowledge of National and Provincial Policies and guidelines. Ability to lead a team and to interact effectively with communication structures.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. As the Manager for the Maternity and Gynaecology section ensure overall management and necessary support for effective functioning of the unit. Foster team spirit and commitment among all categories of staff, by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Manage staff performance (EPMDS) Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Participate in SCM, Financial Management processes as determined by PFMA. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards and ensure compliance thereof, conduct clinical audits. Ensure effective data Management. Manage and give direction in the management of all patients. Participate in perinatal mortality meeting and develop quality improvement projects. Ensure improvement of health systems for mothers and babies. Develop and implement strategies for infection prevention for the ward. Implements standards, practices and indicators for maternal and child health care and CARMA. Ensure implementation of National Core Standard, training of staff on ESMOE, monitoring of performance and staff development. Improve availability of PMTCT.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. K T McKenzie Tel No: 033-8973331
	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION NOTE</u>	:	Mrs. M. Chandulal
	:	Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified

ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 14 June 2019
- POST 19/100** : **CHIEF ULTRASOUND RADIOGRAPHER GR 1 REF NO: GS 37/19**
Component: Radiology
Re-Advertised
- SALARY** : Grade 1: R466 119 - R517 326 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home Owner Allowance, Employee must meet prescribed requirements.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : National Diploma in Ultrasound / Bachelor's Degree in Technology: Ultrasound. Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound). Certified copy of current registration with the Health Professions Council of South Africa for 2019/2020 In the category Independent Practice: Ultrasound. A minimum of three years' experience after registration with HPCSA as Ultrasound Radiographer: Independent Practice. Certificates of service to be attached as proof of Experience. Recommendation: Experience performing high risk Obstetric and anomaly scans, as well as reporting on difficult pathology. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.
- DUTIES** : Key Performance Areas: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric anomaly scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programs, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.
- ENQUIRIES** : Mrs A Cooke Tel No: 033-897 3203
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 37/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 14 June 2019

POST 19/101 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: QUALITY ASSURANCE**
Department: Monitoring & Evaluation

SALARY : R444 276 - R500 031 per annum. Other Benefits; Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 8% rural allowance

CENTRE : Nkandla Hospital

REQUIREMENTS : Senior certificate / (Grade 12). Degree / Diploma in general nursing that allow Registration with SANC as professional nurse. Current SANC receipt (2019). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as professional nurse with the SANC in general nursing. Proof of current and previous work experience endorsed and stamped by human resource department i.e. Certificate of Service. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply Knowledge, Skills, Attributes and Abilities. Knowledge of legislative, policy and monitoring and evaluation framework governing health service delivery. Knowledge of hospital quality assurance practices. Knowledge of hospital functions and operations. Practical experience in Quality Assurance and Accreditation. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial management skills. Decision making skills. Ability to work independently and under pressure. Problem solving skills. High level of communication skills both written and verbal. Computer skills. Ability to implement National Core Standards. Data Management.

DUTIES : Key Performance Area Develop and promote quality assurance culture within the institution. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes. Ensure and monitor the compliance of the institution to Quality Programmes especially National Core Standards and National Health Insurance. Facilitate and participate in the development of institutional policies and protocols with regards to quality. Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and client experiences at the institution. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Provide advice on various aspects of quality care to all departments within the institution. Compile and submit monthly / quarterly reports to senior management for timeous submission to the district. Develop budget plan for the unit and exercise control over utilization of such budget. Represent the institution on the District Quality Improvement Committees. Manage the quality of information structures and mechanisms within the institution. Perform Quality Improvement Audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Ensure implementation of National and Provincial initiatives (Patient Right Charter, Batho Pele Programmes, etc.). Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the Primary Health Care and District Hospital package of care. Identify, facilitate and coordinate all Quality Improvement Plans. Conduct survey to all priority programmes e.g. CCMT, HCT, etc. within the hospital and satellite clinics. Manage the accreditation programme for the hospital.

ENQUIRIES : Mr. JN Shabane Tel No: (035) 8335000 extension 5001

APPLICATIONS : Applications should be directed to: Human Resource Manager: Nkandla Hospital, Nkandla Hospital, Private Bag X102, Nkandla 3855 or hand delivered to Nkandla Hospital, 491 Mbatha Lane, Nkandla, 3855

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The

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

- CLOSING DATE** : 24 June 2019
- POST 19/102** : **CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: ETH 11/2019**
- SALARY** : Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional [Employee must meet prescribed conditions] or 37% in lieu of benefits.
- CENTRE REQUIREMENTS** : EThekwini District Office
Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nursing. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Proof of Computer literacy. Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Knowledge, Skills, Training and Competence required: Report writing abilities. Basic Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Monitoring and evaluation skills. Ability to make independent decisions. Understanding of the challenges facing the public health sector. Knowledge of District health system. Knowledge of Public Service Legislative prescripts. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Ensure implementation of maternal health strategies. Co-ordinate, facilitate and monitor implementation of MCHW programme in line with the District Health Plan. Monitor the implementation of strategies contained in the Health Programme Plan. Ensure implementation of maternal health strategies. Coordinate and facilitate child health services. Provide support and ensure integration of sexual and reproductive health services in the facilities including reviving the Family planning services and dual protection is promoted. Coordinate implementation of EPI Programme and HPV Campaign. Provide support to health facilities to increase access to HAART for Pregnant Women and improving Post Natal Care. Promote appropriate infant and young child feeding practices. Strengthen implementation of PCR, tracking of positive one for ART initiation. Monitor indicators which ensure health practices in the facilities. Plan organised and conducts community rallies and events that convey health messages and practices which support the health programme strategies.
- ENQUIRIES APPLICATIONS** : Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: 031 2405313
Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.
- FOR ATTENTION** : Mr TA Mthethwa: Human Resource Practices

- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 21 June 2019
- POST 19/103** : **CLINICAL PROGRAMME COORDINATOR MENTAL HEALTH AND SUBSTANCE ABUSE PROGRAMME REF NO: ETH 12/2019**
- SALARY** : Grade 1: R444 276. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional [Employee must meet prescribed conditions] or 37% in lieu of benefits.
- CENTRE REQUIREMENTS** : EThekwini District Office
: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Diploma in Psychiatry nursing. Current registration with SANC as General Nursing. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Proof of Computer literacy. Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Knowledge, Skills, Training and Competence required: Report writing abilities. Basic Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Monitoring and evaluation skills. Ability to make independent decisions. Understanding of the challenges facing the public health sector. Knowledge of District health system. Knowledge of Public Service Legislative prescripts. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Implementation of the National Mental Health Framework and strategic plan. Strengthen Health system effective and protect human right. Improve mental health of the general population in all spheres of the health service in support of a long and healthy life for all KZN citizens. Strengthen the complete spectrum of mental health service and interventions for Children and Adolescents at community and health facility service level to decrease morbidity, prevent social ills. Provide inter-sectorial and interdepartmental collaboration and technical support of Mental Health and substance abuse services to strengthen systems effectiveness. Facilitate implementation of Mental Health information systems. Ensure that the district complies with the legislation and policy provision i.e. the Mental Health Care Act 17 of 2002 and its Regulations. Facilitate the functioning of Mental Health Review Board. Ensure coordination of service package for the specialised Psychiatric hospital. Development of integrated services and policies following by technical component impact knowledge and skills, come after the undertaking of situational analysis of each district mental health status. Develop and manage community based mental health services that are not run under the auspices of the department of Health. Prioritise research programmes related to Mental Health and substance abuse.

ENQUIRIES APPLICATIONS : Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: 031 405313
 : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

FOR ATTENTION NOTE : Mr TA Mthethwa: Human Resource Practices
 : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 21 June 2019

POST 19/104 : **PROFESSIONAL NURSE (SPECIALTY) EMERGENCY AND TRAUMA REF NO: MAD17/2019**

SALARY : Grade 1: R383 226 – R444 276 per annum
 : Grade 2: R471 333 – R579 696 per annum
 : Other Benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
 : **Grade 1:** Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic nursing qualification in Trauma/ Critical Care Nursing Science/ Orthopaedic Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2019). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in ‘general nursing. Certificate of Service from previous and current employer endorsed and stamped by HR. **Grade 2:** Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”. A post basic nursing qualification in Trauma/ Critical Care Nursing Science/ Orthopaedic Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2019). A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in ‘general nursing. At least ten (10) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Trauma/ Critical Care Nursing Science/ Orthopaedic Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR Knowledge Skills, Training and Competencies: Knowledge of nursing care processes, procedures, nursing statutes, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the Public Sector, Interpersonal, including basic computer skills. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Provision of comprehensive quality nursing care. Maintain professional growth/ethical standards and self-development. Maintain professional growth/ethical standards and self-development. To implement National Core Standards and improve quality of care. To be able to manage risks in trauma unit. Display a concern for patients, promoting and advocating proper treatment and care including awareness and, willingness to respond to patient needs and requirements. To be able to manage disaster in trauma unit.

ENQUIRIES : MS ZE Gumede Tel No: 034-328 8137

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer

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 Qualifications and Identity document – not copies of certified copies. 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. 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

CLOSING DATE : 21 June 2019

POST 19/105 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 01 /2019 (X1 POST)**
Component: Darnall Clinic

SALARY : Grade 1: R383 226 per annum, Plus 8% rural allowance
Grade 2: R471 333 per annum, Plus 8% rural allowance
Benefits 13th cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions.]

CENTRE : ILembe health district office

REQUIREMENTS : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable

legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations; Valid Code EB Driver's license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

ENQUIRIES : Mrs. R Bhagwandin (PHC Supervisor) Tel No: 032 – 4373600
APPLICATIONS : Please forward applications for the attention of: Human Resource Department: The Acting District Director, ILembe Health District Office, Private Bag X10620, Stanger 4450

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 14 June 2019

POST 19/106 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 02 /2019 (X1 POST)**
 Component: Shakasraal Clinic

SALARY : Grade 1: R383 226 per annum, Plus 8% rural allowance
 Grade 2: R471 333 per annum, Plus 8% rural allowance

**CENTRE
REQUIREMENTS**

Benefits 13th cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions.

: ILembe health district office]

: **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations; Valid Code EB Driver's license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES
APPLICATIONS**

: Mr. AP Makhani (PHC Supervisor) Tel No: 032 – 4373600

: Please forward applications for the attention of: Human Resource Department: The Acting District Director, ILembe Health District Office, Private Bag X10620, Stanger 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If

you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14 June 2019
- POST 19/107** : **CLINICAL NURSE PRACTITIONER (GRADE 1) REF NO: PCHC 04/2019**
- SALARY** : R383 226 per annum. Benefits: 13th cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2019 receipt). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment , Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and communication skills, Co- ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.
- ENQUIRIES** : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edge combe 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 04/2019.

Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

- CLOSING DATE** : 14 June 2019
- POST 19/108** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAHELIM 04/2019 (X1 POST)**
Re- Advertisement
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrew's Hospital: Elim Clinic
- REQUIREMENTS** : Diploma/ Degree in General nursing and Midwifery PLUS 1 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 and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Analyse reports and utilize the information to improve the health status of women. Endure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of Antenatal and post natal policy including PMTCT.
- ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: 039-4331955 EXT 286
- FOR ATTENTION NOTE** : Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X 1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
- CLOSING DATE** : Human Resource Manager
People with disability and African male are encouraged to apply
14 June 2019
- POST 19/109** : **MEDICAL SPECIALIST – (GRADE 1, 2, 3) (SESSIONAL) 4 SESSIONS (HOURS) PER WEEK REF NO: GS 38/19**
(Contract – 1 Year)
Component – Orthopaedics
- SALARY** : Grade 1: R110 656 per annum
Grade 2: R126 464 per annum
Grade 3: R146 848 per annum

- CENTRE REQUIREMENTS** : Greys Hospital, PMB Metropolitan Hospitals Complex
 : Minimum Requirements: A qualification in Health Science: Plus Registration with the Health Professions Council of South Africa as a Specialist Orthopaedics. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Training and Competence Required: Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
- DUTIES** : Service Provision: Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Continuously monitor service delivery in outlying areas and institute quality improvement measures to correct deficiencies. Participate in Outpatient Assessment and Treatment, Ward Rounds and Operative Treatment. Management: Engagement with relevant stakeholders within the Pietermaritzburg and Outlying Hospitals concerning Orthopaedic services and training. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Co-ordination/integration of Orthopaedics in Outlying Hospitals. Teaching and Learning: Develop Teaching/learning programme relevant to District/Regional Outlying Hospitals Skills transfer programme by active participation in Outreach Programmes Research: To pursue research relevant to the pressing need of Orthopaedic in District and Regional Orthopaedics.
- ENQUIRIES** : DR M E Senoge Tel No: 033 – 8973299
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. . The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 38/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 14 June 2019

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 136, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Gadifele Noge
- CLOSING DATE** : 14 June 2019 at 15H30
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS Posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

- POST 19/110** : **DEPUTY DIRECTOR-MONITORING AND EVALUATION REF NO: 01/2019/20**
Directorate: Strategic Planning, Monitoring and Evaluation
- SALARY** : R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, Medical Fund and a Flexible portion in terms of applicable rules. The Successful candidate must enter into a Performance agreement and sign employee Contract
- CENTRE** : Head Office
- REQUIREMENTS** : Grade 12 Certificate plus NQF level 6 in Economics/Social Science/ Economic Management Science/Administration environment. Five (5) to ten (10) years relevant work experience in strategic planning, monitoring and evaluation of which three (3) years must be at Junior Management level (Assistant Director). Valid driving license. Knowledge: Knowledge of Strategic Direction of Government Planning, Monitoring and Evaluation frame works. Knowledge and procedures for auditing programmes Portfolio of Evidence (POE), evaluation programmes/projects. Knowledge of Project Management. Skills: Advanced Computer skills. Facilitation and presentation skills. Report writing skills. Analytical skills. Good verbal and written communication skills. Interpersonal relation skills. Ability to interact with stakeholders. Planning and organizing skills. Ability to work under pressure. Willingness/extensive travelling. Problem solving and decision making skills.
- DUTIES** : Facilitate development of Departmental Annual Report. Facilitate development of Departmental Quarterly reports and others. Monitor implementation of the annual

- performance plan and Operational plan. Coordinate and Monitor the implementation of the Departmental MPAT. Manage the Sub Directorate, and key responsibilities of subordinates.
- ENQUIRIES** : Mr Moiloa Tel No: (018) 200 8376
- POST 19/111** : **ASSISTANT DIRECTOR: LICENSING ADMINISTRATION REF NO: 02/2019/20**
Directorate: Operator License and Permits
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Bojanala District
REQUIREMENTS : Grade 12 or equivalent plus NQF level 6 in Transport environment. Three (3) to five (5) years working experience in Operating license and permits administration of which two (2) years must be a supervisory level. Valid driving license. Knowledge: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Land Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. Skills: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills ability to work under pressure and long hours.
- DUTIES** : Managing licensing administration service. Maintaining Public Transport database. Ensuring compliance by Public Transport Associations/Organisations. Managing the provision of support to Public Transport Operations. Managing the provision of secretarial services to the licensing Adjudications Committee. Supervision of staff within the District.
- ENQUIRIES** : N Dikobe Tel No: (018) 388 5314/16
- POST 19/112** : **CHIEF ARTISAN GRADE A REF NO: 08/2019/20**
Directorate: Government Motor Fleet
This is a re advertisement post, candidates who applied previously are encouraged to re- apply.
- SALARY** : R365 646 per annum (OSD)
CENTRE : Ngaka Modiri Molema District, Mmabatho Workshop
REQUIREMENTS : Grade 10 certificate plus Trade Test Certificate in Motor Mechanic. At least three (3) to five (5) years Artisan Foreman position/supervisory level. Valid driver's license code 10 and PDP. Knowledge: Technical analysis knowledge. Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Occupational Health and Safety Act. Must be able to assess state own vehicles. Knowledge of Public Finance Management Act and Treasury Regulations. Public Service Act. Performance Management Development System. Skills: Basic Computer Literacy. Good communication skills. Interpersonal relations and creativity and innovation. Presentation skills and give guidance on mechanical engineering. Ability to work under pressure and meet deadlines NB: Grade 12 will be added as an advantage.
- DUTIES** : Conduct diagnosis of state own vehicles. Manage road testing for roadworthiness of state own vehicles. Complete TSD 139 for repairs. Recommend vehicles for maintenance and repairs. Attending to reported breakdown services of state own vehicles in the District. Manage subordinates in line with HRM practices.
- ENQUIRIES** : Mr K.G Seagiso, Tel No: (018) 388 9200
- POST 19/113** : **SENIOR ADMINISTRATION OFFICER (WHITE FLEET MAINTENANCE) REF NO: 03/2018/19**
Directorate: Government Motor Fleet
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Ngaka Modiri Molema District – Mmabatho

- REQUIREMENTS** : Grade 12 Certificate or equivalent plus NQF level 6 in Transport environment. Fleet Management course. Two (2) to Five (5) years relevant working experience in Fleet/Transport Management. Knowledge: Public passenger transport legislation. Public service policies rules and regulations. Knowledge of Fleet Management. Basic Mechanical knowledge. Skills: Computer literacy. Good interpersonal relations. The ability to work under pressure. Team leader and player. A creative assertive and confident approach. An independent work ethics. Self-motivated and reliable. Integrity and honesty. A valid driver's license.
- DUTIES** : Issue pre authorization number to the service providers. Load turn-downs to ABSA Bank for the Vehicle repairs. Register/File records for vehicles documents such as TSD 139, Quotation and addendum A&B. Facilitate the collection of invoices from various merchants. Ensure the compilation of monthly expenditure reports and their submission. Execute the supervisory role on the supervisees.
- ENQUIRIES** : Mr K.G Seagiso Tel No: (018 388 9200)
- POST 19/114** : **ARTISAN FOREMAN: FLEET MAINTENANCE REF NO: 10/2019/20 (X2 POSTS)**
 Directorate: Government Motor Fleet
 This is a re advertisement post, candidates who applied previously are encouraged to re- apply.
- SALARY CENTRE** : R211 194 per annum (OSD)
 : Bojanala
 Dr. Ruth Segomotsi Mompoti
- REQUIREMENTS** : Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet management. Valid driver's license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook Disciplinary code. Skills: People management skills and management of technical services.
- DUTIES** : The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.
- ENQUIRIES** : Mr J. Leew Tel No: 014 523 5727
- POST 19/115** : **ARTISAN PRODUCTION GRADE A REF NO: 09/2019/20**
 Directorate: Government Motor Fleet
 This is a re advertisement post, candidates who applied previously are encouraged to re- apply.
- SALARY CENTRE** : R179 523 per annum (OSD)
 : Rustenburg (X1 Post)
 Nmm (X2 Posts)
- REQUIREMENTS** : Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 and PDP.NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self- Management and Analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.
- DUTIES** : Inspect vehicles for technical faults. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule.

Quality assure serviced and maintained vehicles. Keep and maintain job register.
Continuous individual development to keep up with new technology and
procedures.

ENQUIRIES

: Mr J. Leew Tel No: 014 523 5727

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 18 June 2019, unless indicated otherwise
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 19/116** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER)**
REF NO: EADP 2019-27
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Relevant B-degree or equivalent qualification in Finance and Accounting on NQF level 7 as recognised by SAQA; and a Minimum of 5 years' experience at senior management level with minimum 6 years' experience in the finance environment. Recommendation: Registered as a Chartered Accountant. Competencies: Knowledge management; Service delivery innovation; Problem-solving and analysis; Client orientation and customer focus; Communication; Interpret and apply relevant policies and procedures; Human resource planning; Sound budgeting skills; Facilitation skills; Presentation skills.
- DUTIES** : Strategic Capability & Leadership (including Change Management); Translate the vision for the organisation into Chief Directorate goals; Develop and implement strategies for the Chief Directorate; Align programmes and operational support; Participate in the Department's strategic planning processes; Monitor and ensure compliance with the relevant legislation; Evaluate the performance of the Chief Directorate against the pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme & Project Management (Line Functions); Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals; Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, including, possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact; Perform duties of Chief Financial Officer for the Department - Provide strategic management, guidance and advice to ensure the establishment and implementation of sound financial management accounting, procurement, provisioning and internal control systems and processes for the department in compliance with relevant legislative requirements which inter alia includes the following: Oversee financial planning, budgeting, forecasting, reporting and financial accounting services for the Department; Oversight over public entities - Cape Nature; Report on and monitor adherence to Public Finance Management Act (PFMA); Evaluate revenue and expenditure reports; and Reporting to Executive Authority; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief

Directorate and all performance requirements as related to the PFMA and corporate governance; Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the Chief Directorate; Compile and manage budgets; Control cash-flow; Institute risk management and administer tender procurement processes; Take ownership of key planning, budgeting and forecasting processes and answer questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management; People Management; Manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Promotion of sound employee relations; Diversity management.

ENQUIRIES : Mr PS van Zyl Tel No: (021) 483 8315

OTHER POSTS

POST 19/117 : **DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: EADP 2019-20**

SALARY CENTRE : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher); A minimum of 3 years' Management experience. Recommendation: Completion of a records management course; Working knowledge of data and information, knowledge and records management; Project Management experience. Competencies: Knowledge of the following: Public Administration; Applicable legislation and regulatory requirements, policies and standards; Records management, information management, knowledge management, project management and ICT management; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Development, coordination and implementation of the knowledge management strategy within the department; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports; Enhance service delivery; Support transparency; Support integration/collaboration across departments/government spheres; Manage an effective records management system by ensuring that information contained in records is managed effectively throughout the department; Manage an electronic content management system (programme management, change management, training, user support and governance); Manage the development and implementation of the departmental ICT Planning and Coordination; Manage the staff of the component-staff performance, training and development, staff planning; Manage the budget, procurement and assets for the component; Represent the department at various national/provincial fora.

ENQUIRIES : Mr A Gaffoor at (021) 483 5128

POST 19/118 : **CONTROL ENVIRONMENTAL OFFICER: RESPONSE INTEGRATION REF NO: EADP 2019-21**

SALARY CENTRE : Grade A: R495 219 per annum (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental, Natural, Physical or Earth Sciences; A minimum of 6 years' relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Working knowledge and experience in the development and roll out of financing and funding models as well as mainstreaming climate change response.

		Competencies: Working knowledge of the following: Development and/or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Review the Western Cape climate change response strategy and monitor, assess and report on climate change response in the Western Cape; Ensure alignment between the strategy and implementation plan and the mitigation and adaptation programmes at a national, provincial and local level; Integrate elements of the mitigation and adaptation programmes into a transversal climate change response programme; Build capacity in provincial and local government (response plan development) to understand the implications of climate change and what programmes can be implemented to mitigate against and build resilience for climate change; Investigate funding models and sources to promote the implementation of mitigation and adaptation projects; Conduct research on climate changes strategies, monitoring and evaluation and undertake presentations and workshops on climate change to government, business and civil society; Compile reports.
<u>ENQUIRIES</u>	:	Mr G Isaacs at (021) 483 2775
<u>POST 19/119</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): REMEDIATION AND EMERGENCY INCIDENTS MANAGEMENT REF NO: EADP 2019-19</u>
<u>SALARY CENTRE</u>	:	R402 045 per annum (OSD as prescribed)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Honours Degree (NQF 8) in natural, physical, environmental science or engineering; A valid code B driving licence. Recommendation: Honours Degree (NQF 8) with majors in Geochemistry/Chemistry/Biochemistry/Environmental Technology; Knowledge and experience in remediation of contaminated land; Computer literacy; Project Management and Environmental Management experience. Competencies: Knowledge in the following: Environmental Management and Remediation; Environmental legislation; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Meeting facilitation skills; Must have the ability to work well within a team; Problem solving skills; Ability to meet strict deadlines.
<u>DUTIES</u>	:	Provide specialist advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide specialist comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide specialist advice and comment with regard to compliance and enforcement of the department's statutory obligations, including National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.
<u>ENQUIRIES</u>	:	Mr S Botha at (021) 483 0752
<u>POST 19/120</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL LAW ENFORCEMENT REGION 1 REF NO: EADP 2019-22</u>
<u>SALARY CENTRE</u>	:	R402 045 per annum (OSD as prescribed)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An Honours Degree or higher qualification in Natural Sciences or related Environmental qualification; A valid Code B driving licence. Recommendation: Working knowledge of Environmental Law; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental

- Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.
- DUTIES** : Investigate complaints and conduct enforcement operations; Draft administrative enforcement documents and investigation finalisation reports for non-compliance with environmental legislation; Assist and partake in joint compliance and enforcement operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building; Conduct/partake in environmental awareness programmes.
- ENQUIRIES** : Mr A Bassier at (021) 483 5564

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 19/121** : **HEAD CLINICAL UNIT (MEDICAL: GASTROENTEROLOGY)**
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS).
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Gastroenterology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Specialist in Gastroenterology. Inherent requirement of the job: Willingness to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a Senior Specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge and skills of Gastroenterology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students. Active participation in under- and post-graduate teaching and training programmes. Participation in administrative functions pertaining to the position. Ability to keep neat and complete records.
- DUTIES** : (key result areas/outputs): Overall strategic leadership of the division, giving expression to its vision of becoming a world-class centre for training, research and innovation. Clinical service delivery and transformation: Provide Clinical Leadership through effective and efficient clinical service provision, management, and outreach and support. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of service to stakeholders. Clinical Governance and Quality Assurance: Embed good governance and values-driven leadership practices through the establishment of specific targeted governance, and quality assurance initiatives within the division. Corporate Governance which includes ensuring sound people management and a capacitated human resource. Manage the Division within allocated budget. Faculty Responsibilities: Providing academic leadership and management as the Head of the Division, develop, and coordinate teaching programs in the Division, engage and supervise in research in the Division, Serving on University and external committees.
- ENQUIRIES** : Prof M R Moosa Tel No: (021) 938-9044 or Dr R Mistry Tel No: (021) 938-6267
- APPLICATIONS** : The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 June 2019

POST 19/122 : **PHARMACY SUPERVISOR: GRADE 1**
Garden Route District

SALARY : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Alma Community Day Centre, Mossel Bay

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist and tutor. Valid (Code B/EB) driver's licence. Ability and willingness to supervise, tutor and train staff. Willingness to do after-hours work and be on call. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.

DUTIES : Overall responsible for pharmaceutical service delivery in Mossel Bay Sub-district at a clinic in line with statutory requirements, Western Cape Government regulations and circulars. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Provide guidance and support for the implementation of quality management. Effective management of human resource functions for the pharmacy. Manage the budget and ensure compliance to financial prescripts with regard to the pharmaceutical and locum expenditure.

ENQUIRIES : Ms M Johnson Tel No: (044) 604-6132

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 14 June 2019

POST 19/123 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification with midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime, weekends and night duty when required. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Supervise and ensure the provision of effective, efficient patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of all staff of the OPD. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth, ethical standards and development of

	:	self and others. Maintain a network of professional relations in order to enhance service delivery. Display the core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms E Linden– Mars Tel No: (021) 918-1386
<u>APPLICATIONS</u>	:	The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
<u>FOR ATTENTION</u>	:	Ms A Dyers
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/124</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH)</u> West Coast District
<u>SALARY</u>	:	R444 276 (PN-A5) per annum
<u>CENTRE</u>	:	Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Provincial HIV/AIDS/STI/TB, Chronic Diseases- and WHCH-programme and strategies. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team
<u>DUTIES</u>	:	Coordinate and implement the Sub-district HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services. Provide oversight, supervision and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the Sub-district.
<u>ENQUIRIES</u>	:	Ms NT Mkhwela Tel No: (022) 709-5067
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Saldanha Bay Sub-district, Private Bag X3, Vredenburg, 7380.
<u>FOR ATTENTION</u>	:	Mr MZ Emandien
<u>NOTE</u>	:	Shortlisted candidates may have to do a presentation and undergo a competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/125</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with

the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols, as well as the ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills, as well as knowledge of radiation protection and sonography equipment safety. Computer literacy (MS Word, PowerPoint and Excel).

- DUTIES** : Responsible for the smooth running of the department, professional service, general care and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Effective and efficient Finance and Asset Management where applicable. Participate in CPD training programmes.
- ENQUIRIES** : Ms J Louw Tel No: (021) 902-8000
- APPLICATIONS** : The Chief Executive Officer: Eerste River Hospital, Private Bag X 5, Eerste River, 7100.
- FOR ATTENTION** : Ms N Wege
- NOTE** : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).
- CLOSING DATE** : 14 June 2019
- POST 19/126** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District
- SALARY** : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
- CENTRE** : Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. 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 Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203
APPLICATIONS : The Director: Garden Route District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 14 June 2019

POST 19/127 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Central Karoo District

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of the basic salary)

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

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

ENQUIRIES : Sr FK Fass Tel No: (049) 844-0021
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

CLOSING DATE : 14 June 2019

POST 19/128 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**
(6 Months Contract)

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Plus 37% in lieu service benefits

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist (Chemistry). Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Leave dependent on departmental needs always. Competencies (knowledge/skills): Proficiency in Word, Excel and Access. Ability to perform calculations to determine concentrations, ratios. Ability to work both independently and cooperatively as a team member. Extensive laboratory experience and/or training that demonstrates the ability to successfully process samples and perform analysis. Ability to perform meticulous measurement of delicate samples and assist in the production of radiopharmaceuticals.

DUTIES : Perform in vitro investigations using Radio immuno assays such as glomerulo filtration rate determination. Provide a thyroid screening service using neonatal cord blood samples. Produce or assist with the production of radiopharmaceuticals. Act as radiation protection officer and assist in the safe ordering, storage and usage of radio-isotopes. Maintain accurate department records, assist in reports to statutory bodies and provide statistical data as required. Perform required laboratory administrative duties (including laboratory management, quality control, safety processes, process improvement, and ordering supplies), training of other staff, and other duties and projects as required.

ENQUIRIES APPLICATIONS : Ms F Abels Tel No: (021) 658-5330
: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION NOTE : Ms T Nqola
: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment

of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”.

- CLOSING DATE** : 14 June 2019
- POST 19/129** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Garden Route District
- SALARY** : R316 791 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue and Supply Chain Management. Experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Proven supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, CLINICOM or BAS. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Sound knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
- DUTIES** : Management of Supply Chain Department to ensure effective and efficient application of procurement policies, processes including acquisition, contracts, logistics, assets, demand, and disposals, ensure SCM performance and risk management. Manage and ensure compliance within the Finance Department (expenditure control, revenue control, verify and authorise and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Responsible for timely and accurate reporting of financial statements, disclosure of assets, inventories and Financial and SCM related indicators and management of Loss Control. Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDF. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.
- ENQUIRIES** : Mr J Boshoff Tel No: (044) 604-6105
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. Shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 21 June 2019
- POST 19/130** : **ARTISAN FOREMAN GRADE A**
Garden Route District
- SALARY** : R304 263 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years’ experience as Artisan after obtaining the Trade Test certificate which includes electrical experience. Supervisory experience. Inherent requirements of the job: Valid driver’s license (Code B/EB) and willingness to travel. Standby duties and work after hours. Competencies (knowledge/skills): Excellent mechanical and electrical skills and building experience. Computer literacy (MS Word and Excel). Effective communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Repairs and maintenance at hospital and Primary Health Care Facilities. Control and supervision of workshop staff. Apply budget and expenditure control. Take responsibility for security of workshop. Personnel evaluation progress reports. Training of subordinates. Liaison with engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.

ENQUIRIES : Mr DW Matthee Tel No: (044) 302-8406

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 21 June 2019

POST 19/131 : **ARTISAN PRODUCTION GRADE A TO C (MILLWRIGHT/ELECTRICAL)**

SALARY : Grade A: R190 653 per annum
Grade B: R224574 per annum
Grade C: R262 176 per annum

CENTRE : Post 1: Swartland Sub-district (stationed at Swartland Hospital)
Post 2: Bergriver Sub-district (stationed at Radie Kotze Hospital) West Coast District

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/ knowledge in the different fields of a hospital environment.

DUTIES : Key result areas/outputs: Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Do or assist Foreman with day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Do or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders with regard to execution of projects. Appointee in the Swartland Sub-district will act as supervisor in the absence of Foreman/ Senior Artisan while the appointee in the Bergriver Sub-district will act as supervisor.

ENQUIRIES : Mr GO Waneburg, Tel No: (022) 487-9202

APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass

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

CLOSING DATE : 21 June 2019

<u>POST 19/132</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C</u> <u>(MILLWRIGHT/ELECTROTECHNICAL)</u> Garden Route District
<u>SALARY</u>	:	Grade A: R190 653 per annum, Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Garden Route District Office, George
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate as Millwright/Electrotechnical. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence. Willingness to travel long distances in the Western Cape. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding electrical and mechanical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in Ms Word and Excel, Email and internet use.
<u>DUTIES</u>	:	Electrical and Mechanical Repairs, Maintenance and Fault finding of plant equipment, Laundry machinery, Autoclaves, Standby Generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.
<u>ENQUIRIES</u>	:	Mr H A Rossouw Tel No: (044 802 4489) or 083 654 3703
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District, Private Bag X6592 George, 6529.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/133</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WORKSHOP)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Excellent computer proficiency in Word, Excel and PowerPoint. Competencies (knowledge/skills): Ability to organise and prioritise activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Ensure effective and efficient procurement service to the Workshop Department. Perform payment functions on LOGIS with regard to all purchases of goods and services in relation to workshop activities. Capture data, collate, compile and distribute workshop activity reports and statistics. Support Workshop Supervisor including: responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing and sending of notices.
<u>ENQUIRIES</u>	:	Mr R Joubert Tel No: (044) 802-4358
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	21 June 2019

POST 19/134 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R145 281 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC) Grade 9 (St 7). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure (Computer literacy to be mentioned in CV or proof attached). Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Process food statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the food service unit. Supervise food preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control.

ENQUIRIES : Ms R Potgieter Tel No: (021) 503-5023
APPLICATIONS : The Chief Executive Officer: Private Bag X1, Maitland 7405.
FOR ATTENTION : Ms R Potgieter
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment

CLOSING DATE : 21 June 2019

POST 19/135 : **HANDYMAN**
West Coast District

SALARY : R145 281 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime. Must be physically fit to perform duties as required. Strict adherence to the Occupational Health and Safety Act. Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Ability to work independently and good organisational as well as team skills. Good communication skills in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active) and work independently, as well as in a team. Knowledge of: Carpentry, Electrical, Painting, Refrigeration, Plumbing and Glazing within a Health environment.

DUTIES : Assist with repairs, installations and emergency breakdowns and maintain and repair Equipment at hospital. Complete and return repair requisitions and perform the necessary administrative functions. Assist in preventive maintenance procedures. Able to do minor electrical, plumbing repairs and building at the hospital and assist with repairs and installation projects, supervise and in-service training of co-workers. Exercise effective control over supplies and assets. General support functions to management.

ENQUIRIES : Mr G Waneburg Tel No: (022) 487-9202
APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 21 June 2019

POST 19/136 : **SECURITY OFFICER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC), Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirement of the job: Willingness to work shifts, public holidays, weekends, day/night duty and rotation basis. Competencies (knowledge/skills): Strong sense of responsibility and the ability to function independently in challenging situations, especially within the Psychiatric and Intellectual Disability areas. Self-discipline, self-motivated and the ability to work under pressure. Good communication, listening, conflict and group handling skills and skilled in writing reports. Knowledge of Mental Health Legislation, as well as relevant Hospital and Department protocols, policies and medico-legal hazards.

DUTIES : Access control of all buildings on the establishment. Perform delegated duties in all units, day and night, on a rotational basis. Assistance to personnel with the handling of aggressive/uncontrolled patients. Escort patients on/off hospital premises. Deliver a supportive security service to allocated areas with the aim to prevent injuries, absconment of patients, litigation and adverse incidents. Effectively utilise financial resources, equipment, provisioning with emphasis on cost containment and support to the Security Manager.

ENQUIRIES : Ms M Froneman Tel No: (021) 826-5864
APPLICATIONS : The Assistant Director: Human Resource Management, Valkenberg Hospital, Private Bag X1, Observatory 7935.

FOR ATTENTION : Ms M Page
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment

CLOSING DATE : 21 June 2019

POST 19/137 : **HOUSEHOLD AID**
Garden Route District

SALARY : R102 534 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Willingness to render a shift service on weekends, public holidays, day, night and duties and rotate in different departments according to operational needs and requirements. Willingness to work in an environment with infectious patients. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions.

DUTIES : Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Render support services to Housekeeping Supervisor. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Handle linen and serving of meals. Infection Control and Occupational Health measures. Adhere to loyal service ethics.

ENQUIRIES : Ms G Lloyd Tel No: (044) 302-8440
APPLICATIONS : The Director: Garden Route District, 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 : 21 June 2019

POST 19/138 : **CLEANER**
Overberg District

SALARY : R102 534 per annum
CENTRE : Gansbaai Clinic (X1 post)
Hermanus CDC (X1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/clinic environment. Inherent requirements for the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Good interpersonal skills.

DUTIES : Provide a clean, hygienic and safe environment within the clinic.ie (sweeping, scrubbing, refuse removal, high dusting, mopping, polishing, cleaning clinic grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms MA Samuels Tel No: (028) 313-5200
APPLICATIONS : The Director: Overberg District Office, Caledon, 7230.
FOR ATTENTION : Ms AM Brits
NOTE : No payment of any kind is required when applying for this post. Successful candidate may be subject to pre-test

CLOSING DATE : 21 June 2019

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 18 June 2019

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

OTHER POSTS

POST 19/139 : **APPLICATION DEVELOPMENT MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-44**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years' experience in a ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendation: Experience in the full system development life cycle of Enterprise Scale Applications; Proven experience in managing a team of System Analysts and /or Developers; Experience in a variety of current development environments including Oracle, Net, C++; Experience in managing systems development in the public sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least

		two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.
<u>DUTIES</u>	:	Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Maintain Systems and Enterprise information Architectures within provincial strategies and Central Architecture Framework; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.
<u>ENQUIRIES</u>	:	Mr L Benting at (021) 483 8941
<u>POST 19/140</u>	:	<u>PSYCHOMETRIST GRADE 1: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2019-53</u>
<u>SALARY</u>	:	Grade 1: R579 147 per annum (All-inclusive salary package) (As prescribed by OSD)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Render services in psychometrist testing and assessment: Set up the candidates on the assessment centre system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties: Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).
<u>ENQUIRIES</u>	:	Ms A Davids at (021) 466 9723
<u>POST 19/141</u>	:	<u>CHIEF ANALYST DEVELOPER: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 2019-51 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years' experience in systems development and analysis; A valid Code B driving licence. Recommendation: Experience in the following: Web development; Software Development (SDLC)- Oracle PL/SQL, Oracle Forms and Reports; JavaScript knowledge; System Analysis and Design Principles (SDLC). Competencies: Knowledge of the following: Education related systems; Human Resource and Finance related systems; Online booking systems; Technical standards/procedures; Project Management; Conflict Management; National and International IT policies and trends; Programming languages-Oracle PL/SQL, Oracle Forms and Reports, Java Script, Ajax; Oracle database-Develop, maintain database tables, views, functions and stored procedures; Planning and organising skills; Ability to work as part of a team; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills; Problem solving skills.
- DUTIES** : Software development: Develop, construct and implement application programs; Design programs from program specifications; System analysis: User requirements gathering and analysis; Develop functional and technical specifications to meet the business needs of clients; Quality control: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk through; Liaison with client: Liaise with client departments with regards to system requirements; Produce reports and spreadsheets based on ad-hoc client requirements.
- ENQUIRIES** : Mr R Richards at (021) 467 2886

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 18 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 19/142** : **ADMINISTRATION CLERK: OUTENIEKWA: ADMIN REF NO: DSD 2019-52**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills.
- DUTIES** : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration function in relation to ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting

on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Ms B Nicholas at (044) 803 7508

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE : 18 June 2019

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

OTHER POSTS

POST 19/143 : **CHIEF ARCHITECT: WEST COAST/WINELANDS REF NO: TPW 2019-79**

SALARY : Grade A: R898 569 per annum (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : B Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience required; Valid driving licence; Compulsory registration with SACAP as a professional Architect. Competencies: Technical: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Generic: Strategic capability and leadership; Financial Management; Conflict management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; People management skills; Planning and organising skills; Change Management; Good analytical, interpersonal and organisational skills.

DUTIES : Architectural design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives; Financial Management: Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation

of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans; Operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals; People management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms P Williams at (021) 483 2004

POST 19/144 : **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: TPW 2019-87**

SALARY : Grade A: R618 732 - R666 540 per annum
Grade B: R707 451 - R754 953 per annum
Grade C: R797 670 - R939 621 per annum
(Salary will be determined by post registration experience- OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in using Autodesk Revit & Sketchup. Competencies: Knowledge in the following: Architectural planning, producing construction documents and administration of JBCC 2000 PBA and NEC3 EEC contracts; Using Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Legal compliance with various acts including the Occupation Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Ability to work under pressure and meet deadlines; Self-motivated; Conflict management; Leadership, organising and teamwork; Verbal and written communication in skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research & professional development.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605

POST 19/145 : **PROJECT OFFICE MANAGER: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-77**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (3-year National Diploma/B-Degree or higher); Minimum of 3 years appropriate experience. Recommendation: Knowledge of budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Experience in: Project administration, Contract management, Using RPM of similar software and Road network information systems; Exposure to Government Procurement and financial processes, Roads Experience; Programme Management; Project Programme Management Systems implementation; Qualification in Public Management and Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Principles and processes for providing customer and personal services; Project Management; Public Management and administration; Political Science and public policy; Relationship management; Government structures; Enterprise Systems Administration; Quality and Configuration Management; ISO 9001/2000; Communication (written and verbal) skills in at least

		two of the three official languages of the Western Cape; Good organisational and planning skills; Problem solving and decision making skills.
<u>DUTIES</u>	:	General administration management responsibilities: Develop and maintain the project management system; Personnel Administration Management: Ensure and determine the optimum use of available resources to meet the required objectives of the branch; Quality Management/Planning: Evaluation and specification of the minimum quality requirements in terms of projects; Quality Control: Assess, analyse and document the business processes and procedures of the Project Office; Quality Assurance: Administration and control of the quality of Project Office processes and procedures; Quality Engineering/Improvement: Recommend actions to increase the effectiveness and efficiency of Project Management within the department/branch.
<u>ENQUIRIES</u>	:	Mr H. Coetzee at (021) 483 2214
<u>POST 19/146</u>	:	<u>ASSISTANT DIRECTOR: EPWP COORDINATION REF NO: TPW 2019-83</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate experience; A valid code B driving licence Recommendation: Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Principles and processes for providing customer and personal services; Project Management; Public Management and administration; Political Science and public policy; Relationship management; Government structures; Enterprise Systems Administration; Quality and Configuration Management; ISO 9001/2000; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational and planning skills; Problem solving and decision making skills.
<u>DUTIES</u>	:	Coordinate and oversee stakeholder liaison in the Western Cape: Responsible for the development and monitoring of the sector and district plans; Ensure the provision of management support; Responsible for maintaining functional institutional arrangements; Liaison with various stakeholders on national, provincial and local level; Ensure that supply chain management and finance regulations are observed.
<u>ENQUIRIES</u>	:	Mr J Cloete at (021) 483 2597
<u>POST 19/147</u>	:	<u>PROJECT ADMINISTRATOR: PROJECT OFFICE: ROAD NETWORK MANAGEMENT REF NO: TPW 2019-76 (X3 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year experience. Recommendation: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Data management; proven computer literacy.
<u>DUTIES</u>	:	Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality

plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walkthroughs, inspections and acceptance process; Plan and execute internal audits.

ENQUIRIES : Mr H Coetzee at (021) 483 2214

POST 19/148 : **DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-78 (X3 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years' appropriate experience. Recommendation: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Programme/ Project Management and Administration; Planning and organising skills.

DUTIES : Provide regional project office support; Ensure all project expenses are captured and provide support to regions in this regard; Update all project plans regarding progress; Update Premier's dashboard; Collate and update EPWP information on National EPWP system; Allocate project numbers and compile reports, letters and other documents for publication and electronic transmission; Maintain an electronic filing system to maintain project information and data; Provide administrative support to component and project managers.

ENQUIRIES : Mr H Coetzee at (021) 483 2214

POST 19/149 : **REGIONAL COORDINATOR: EPWP COORDINATION REF NO: TPW 2019-84**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years clerical experience; A valid Code B (or higher) driving licence. Recommendation: Willing to travel and work irregular hours as required. Competencies: Knowledge of the following: Financial Management; National, provincial and departmental policies, prescripts and practices regarding EPWP; Public Service reporting procedures; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination people; Understanding of EPWP Ministerial Determination and applicable legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Problem solving and decision making skills.

DUTIES : Drafting and submission of signed consolidated district plan; Monitoring and support implementing bodies to register and report all projects in their business plan and provide performance matrix to the manager; Manage procurement processes as per SCM; Management of government resources allocated to official and adhere to HR processes; Monitoring of attendance of appointed members; Provision of governance secretariat; Facilitate EPWP orientation sessions; Facilitate induction sessions for EPWP participants; Facilitate distribution and collection of protocol agreements; Facilitate signing of municipal grant agreements and business plan.

ENQUIRIES : Mr J Cloete at (021) 483 2597

POST 19/150 : **REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: TPW 2019-82**

SALARY : R173 703 per annum (Level 05)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience. Competencies: A good understanding of the following: General support; Registry and archiving procedures and tasks; Application of relevant legislation; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Ability to work under pressure and meet deadlines.

DUTIES : Opening of physical files, maintenance and tracking of borrowed files; Opening, sorting and distribution of mail internally and externally; Preparing mail to be posted by folding and franking; Responsible for the correct and neat filing of documentation, including maintenance of index pages in physical files; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the disposal of records.

ENQUIRIES : Mr A Kruger at (021) 483 7088