



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2020

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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.

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES:** Kindly take note of the following changes on the posts that were advertised on PSVC 19 dated 07 August 2020 with a closing date of 24 August 2020. The closing date for the post of Chief Director: Biodiversity Monitoring and Specialist Services with Ref No: BC04/2020 and Director: Logistics Management with Ref No: CFO05/2020 has been extended to 21 September 2020. **DEPARTMENT OF COOPERATIVE GOVERNANCE:** kindly note that the post of Chief Director: (Office of the Director) with Ref No: 28181/04 advertised in the Public Service Vacancy Circular 19 dated 07 August 2020 should be as follows: Chief Director Office of the Director-General and the closing date should still remain as 28 August 2020. **DEPARTMENT OF TRADE INDUSTRY AND COMPETITION:** Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 19 dated 8 August 2020, The Requirements have been amended as follows (1) Manager: Complaints Handling (X2) with ref no: BEE/COM 068; Minimum of 3 years' relevant managerial experience; (X2) Manager: Compliance Monitoring & Evaluation with ref no:

BEE/CME 028; Minimum of 3 years' relevant managerial experience; (3) Investigator (X4 with ref no: BEE/INV 059; All-Inclusive Remuneration Package R869,007 per annum, (Level 12) and Minimum of 3 years' relevant managerial experience. The closing date has been extended to 04 September 2020. **DEPARTMENT OF PUBLIC ENTERPRISES:** Kindly note that the post of Director: Anti-Corruption, Fraud and Compliance Management advertised in Public Service Vacancy Circular 19 dated 07 August 2020 with Ref No: DPE/2020/008 has been withdrawn. We apologise for any inconvenience caused.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
HIGHER EDUCATION AND TRAINING	A	04 - 06
HOME AFFAIRS	B	07 - 08
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	C	09 - 15
MINERAL RESOURCES	D	16 - 17
OFFICE OF THE CHIEF JUSTICE	E	18 - 21
PLANNING MONITORING AND EVALUATION	F	22 - 24
PUBLIC SERVICE AND ADMINISTRATION	G	25 - 33
PUBLIC WORKS AND INFRASTRUCUTRE	H	34 - 44
SOUTH AFRICAN POLICE SERVICE	I	45 - 51
SPORTS,ARTS AND CULTURE	J	52 - 62
TOURISM	K	63 - 64
TRANSPORT	L	65 - 67
WATER AND SANITATION	M	68 - 76

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	N	77 - 94
KWAZULU-NATAL	O	95 - 143
LIMPOPO	P	144 - 145
NORTH WEST	Q	146 - 158
WESTERN CAPE	R	159 - 179

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- CLOSING DATE** : 04 September 2020
- NOTE** : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver's licence (where is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

- POST 20/01** : **DEPUTY DIRECTOR-GENERAL: COMMUNITY EDUCATION AND TRAINING REF NO: 74/07/2020**
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum (Level 15) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7 as recognised by SAQA) with a strong education policy and/or a community development focus and experience. A post-graduate qualification (NQF Level 8 as recognised by SAQA) with extensive relevant experience. A minimum of 8 years' experience at managerial level with 3-5 years at Senior Management. Knowledge and experience in the Post-School Education and Training (PSET) system will be an advantage. Demonstrable public, private sector or community sectors leadership acumen. Experience in the areas of community and worker education and training development, project planning, and implementation. Understanding the role of the CET sector in skills development. Strong stakeholder engagement skills, with strategic management and leadership capabilities. Knowledge of the constitutional, legislative and policy frameworks in the public sector. A valid driver's license and willingness to travel the country on a regular basis.
- DUTIES** : Skills & Competencies: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership, including forging partnerships with relevant stakeholders in the sector (e.g. Local and provincial government, trade unions, community organisations). The ability to create an environment for high performance culture and staff development. Deep understanding of key policy imperatives of the PSET sector and its governance frameworks, with project management skills. Excellent interpersonal and communication skills (written and verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. The successful candidate will be reporting to the Director-General, and will be responsible for strategic leadership, including supervising staff and the

direction of the Department in the delivery of the core mandate and strategic priorities for the sector, as set out by the Minister. Ensure capacity-building and support to the management, council, and worker and student leadership in CET Colleges; lead quality improvements and innovations in teaching and learning, including lecturer development and support; managing the financial as well as human resources of the Branch. Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare / Mr D Moyane Tel No: (012) 312 5442 / 5165
: Email your application to email address: DHET74072020@dhet.gov.za

POST 20/02

: **DEPUTY DIRECTOR-GENERAL: TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (TVET) REF NO: DHET/01/07/2020**

Re-advertised and candidates who had previously applied may re-apply

**SALARY
CENTRE
REQUIREMENTS**

: R1 521 591 per annum (Level 15) (All-Inclusive Remuneration Package),
: Pretoria
: An appropriate Bachelor's degree/advanced National Diploma (NQF Level 7 as recognised by SAQA) and postgraduate qualification (NQF level 8 as recognized by SAQA), preferably a Master's degree, with a strong policy and development planning focus. Minimum of 8 years proven experience at management level, with 3-5 years at senior management level in the vocational education and training or human resources development sectors. Experience in TVET colleges or Skills Planning sectors will be an advantage, including demonstrable experience in the successful forging of closer working relationships between the TVET College Sector and Industry. Knowledge of the role of the TVET college sector in skills development and innovation. Good understanding of the strategic nature, governance and role of the post-school education and training system within the economy. Solid understanding of the impact of technological changes on the nature of work. Strong stakeholder engagement skills with well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes within the public service. Knowledge of key education legislation in the post-school education and training sector. A valid driver's license.

DUTIES

: Skills & Competencies: The ability to create an environment for high-performance culture and work ethic among staff. Programme and project management skills, and ability to manage diverse stakeholders (including government, industry, university sector, labour, co-operatives, SETAs and SMEs). The successful candidate will report to the Director-General and be responsible for strategic leadership, including supervising staff and the direction of the Department as well as for delivery on the core mandate of the sector as set out by the Minister. In addition, the successful candidate must build confidence and provide leadership to TVET colleges and facilitate the development of strong partnerships with worker and student leadership in the TVET college sector. Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare / Mr D Moyane Tel No: (012) 312 5442 / 5165
: Email your application to email address: DHET01072020@dhet.gov.za

POST 20/03

: **DEPUTY DIRECTOR-GENERAL: PLANNING, POLICY AND STRATEGY
REF NO: DHET 134/07/2020**

Re-advertised and candidates who had previously applied may re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R1 521 591 per annum (Level 15) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/advanced National Diploma (NQF Level 7 as recognised by SAQA) and postgraduate qualification (preferably a Master's degree), with a strong policy and capability in programme planning, monitoring and evaluation. Minimum of 8 years proven experience at senior management level, with at least 3-5 years of those in planning, monitoring and evaluation.

Knowledge of infrastructure planning and resourcing and the post-school education and training sector, will be an advantage. The ideal candidate should have knowledge and experience at a senior level of public sector strategic planning processes; monitoring and evaluation frameworks; research methodologies and government budgeting frameworks. Demonstrable public sector leadership and management acumen. Good understanding of the functioning of the sector, its contribution to the National Development Plan, and understanding of the department and its entities. Ability to lead and manage our national qualifications framework and lead the mainstreaming of post-school education and training sector.

DUTIES

: Skills & Competencies: Production of a skills development strategy and planning capabilities for the department, to support government's developmental and economic priorities. Develop a stakeholder relations strategy for the department and the sector. Develop and manage an infrastructure development plan for the post-school education and training sector. Development of a monitoring and evaluation framework for the sector, including supporting the use of science and innovation in the sector. To be able to provide strategic leadership, support and manage a multidisciplinary team and be solution oriented. Ability to produce high-quality work and to support the delivery of the core mandate of the department as set out by the Minister. The successful candidate will be reporting to the Director-General, will be responsible for strategic leadership, including supervising staff and the direction of the Department in the delivery of the core mandate and strategic priorities for the sector, as set out by the Minister. Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

ENQUIRIES

: Mr R Kgare / Mr D Moyane Tel No: (012) 312 5442 / 5165

APPLICATIONS

: Email your application to email address: DHET134072020@dhet.gov.za

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 04 September 2020

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr), of each employment period to be considered, including the details of at least two contactable referees (should be people who recently worked with the applicant) together with the copies of qualifications, ID, Drivers' licence where applicable. Shortlisted applicants who will be invited for interviews, will be requested to bring all other supporting documentation on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a technical assessment that intends to test relevant technical elements of the job. Compulsory requirement for SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All identified candidates on Salary Level 11 and above will furthermore undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the Salary Level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment Reference and Qualification Verification Checks).

MANAGEMENT ECHELON

POST 20/04 : **DIRECTOR: MOBILE UNITS REF NO: HRMC 29/20/01**
Branch: Civic Services
Directorate: Mobile Units

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria, New Cooperation Building
: An undergraduate qualification in Operations Management/Customer Service Management /Public Management and Administration at NQF level 7 as recognized by SAQA. Pre-entry Certificate for SMS. A relevant post graduate qualification will be an added advantage. 5 years' experience in middle management level in Customer Service Management environment. Experience in Immigration Services Acts Regulations, Refugee Act, Citizenship Act, Travel Document & Passports Act, Identification & Identity Document Act International Conventions and protocol or foreign missions. In depth knowledge and understanding of Contact Centre processes, systems and operations. Knowledge of the implementation of Customer Needs Surveys and Analysis. Knowledge of the South African Constitution, Public Service Act, Public Service Regulations. Knowledge of the Immigration Act, Refugee Act, Citizenship Act, Births and Deaths Registration Act as well as Identification Act. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Understanding of Departmental legislation, policies, prescripts and procedures. Knowledge of migration of people within the Country. Knowledge of Occupation Health and Safety Act. A valid drivers' licence, willingness to travel extensively and work extended hours occasionally.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and implement strategic objectives and innovation within the Directorate. Co-create the strategy for Channel Management. Develop the operational plan for the Directorate and ensure effective

prioritisation and resource planning. Provide strategic direction within the Directorate. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the Unit against the business plan to the Head of the Branch. Develop technical expertise within the Unit and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on mobile units, 4x4's and SP's aspects and matters. Identify projects and initiatives to improve mobile units, 4x4 and SP's processes and procedures in order to facilitate effective service delivery. Ensure operational efficiency and service delivery improvement within the Directorate. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Oversee the effective implementation of process and systems enhancement initiatives. Develop identified policies and procedures in conjunction with the Policy and Strategy Unit. Ensure effective and efficient service delivery within the Directorate. Ensure that effective project management processes, procedures and standards are adhered to. Oversee the identification of projects and initiatives to ensure that projects are implemented to best practice standards, time, quality and budget by PMO. Establish and maintain effective communication channels to enable effective decision making. Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that the Directorate meet its service delivery objectives with regards to tier 3 services to pre designated areas. Ensure the provision of accessible, predictable and consistent tier 3 SP services to rural communities previously inaccessible areas. Oversee the effective planning, prioritisation and scheduling of logistics for the 3 fleets. Manage the resources within the unit in an effective and efficient manner. Provide inputs into the compilation of the annual budget. Administer the budget and monitor that expenditure is in line with financial requirements and the Unit's objectives. Manage external contractors and suppliers within the unit in an effective and efficient manner. Manage the implementation of people management strategies, policies and procedures within the Directorate. Agree on the training and development needs of the unit and ensure that these are acted on. Manage the implementation of the employment equity plan within the directorate. Implement effective talent management processes within the directorate (attraction, retention, development). Manage the implementation of compliant performance management within the Directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Develop innovative incentive strategies and initiatives in consultation with Human Resources and manage the implementation thereof in order to attract and retain the right type of employees to the directorate. Manage grievances, discipline and terminations within the directorate. Ensure that employees are equipped with the required skills to perform optimally. Coach subordinates to improve their performance and fulfil their potential. Ensure that staff is motivated and committed to the vision and goals of the directorate.

ENQUIRIES
APPLICATIONS

- : Mr T Sigama Tel No: (012) 402 2166
- : Quoting the relevant reference number, direct your CV, copy of highest qualification together with an Application for Employment form (Z83), obtainable from any public Service Department or at www.gov.za, by the closing date to: Email: Civicsrecruitment@dha.gov.za Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 07 September 2020

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 20/05 : **DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES**
REF NO: 20/29/KZN
(Re-advertisement)

SALARY : R733 257 – R863 748 per annum. (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Durban

REQUIREMENTS : A Bachelor's Degree in Administration/Management or relevant and equivalent qualification. 6 year's relevant experience of which three (3) years should be at managerial level; A valid driver's licence. Skills and Competencies: Knowledge of the usage of the Language Policy, Computer literacy; Research and analytical skills; Knowledge of the Constitution of the Republic of South Africa.

DUTIES : Key Performance Areas: Manage the implementation of Court Interpreting and language services; Manage the Court Interpreting and language services stakeholder relations; capacitate and develop language and court interpreting services; Manage operational efficiently of language services in the regions; General managements functions.

ENQUIRIES : Ms M.P. Khoza Tel No:(031) 372 3000

APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ29-20-kzn@justice.gov.za

POST 20/06 : **DEPUTY DIRECTOR: THIRD PARTY FUNDS, REGULATORY MANAGEMENT, CLIENT SUPPORT & TRAINING REF NO: 20/62/CFO**

SALARY : R733 257 – R863 748 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Degree/National Diploma in Financial Management or equivalent qualification with Accounting as a major subject; 3 years' working

- experience in a financial environment; three year's should be at managerial level in DOJ&CD TPF environment; A valid driver's license. Skills and Competencies: Communication skills; Interpersonal relations; Problem solving and analysis; the ability to in a team and independently; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage and facilitate TPF systems control and user access; Manage Third Party Funds regulatory; Manage and facilitate client support and training; Assist with management and facilitation of financial reporting and audits; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Qhamakoane Tel No: (012) 357 8591
: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-62-CFO@justice.gov.za.
- POST 20/07** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 20/20/LMP**
- SALARY** : R473 820 - R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Limpopo
: An LLB or B. Proc degree; At least 8 years legal experience post qualification; Advanced knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; Management and Liaison with the State Attorney; Admission as attorney or advocate of the High Court will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Excellent communication (written and verbal); Good interpersonal and intercultural relations; Strategic negotiation with tact; Legal Research and report writing skills; Policy Analysis and Interpretation; Training and presentation; Project – and Financial Management; Conflict management and resolution; Problem solving and analytical; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Effectively manage and oversee the implementation of all legal prescripts; Provision of researched legal opinion, inputs into policy document and advice to the Department; Respond to petitions, representations and complaints from civil society and other Government Department; Prepare litigation reports for submission to relevant forums; Prepare memoranda for the appointments of Commissioners of Oaths, Appraisers and Justice of Peace; Oversee the smooth functioning of specialized courts in the province. i.e. Sexual Offences, Family, Equality and the Municipal Court; Train the community on the Victims Charter and conduct Community Awareness Campaigns on Legislations administered by the Department; Appear before relevant Committees as and when required; Ensure that offences and misconduct cases are properly investigated and prosecuted; Maintenance of discipline and performance management within the Directorate; Collate inputs from various Legal Admin Officers; Liaising, consulting and ensuring that there is feedback from engagements with stakeholders.
- ENQUIRIES APPLICATIONS** : Mr TP Maakamedi Cell No: (084) 893 2709
: Quoting the relevant reference number, direct your application to: Email Address: LMPRecruitment@justice.gov.za
- NOTE** : The successful candidates will be required to form part of the Court Visit Team as per mandate of the Provincial Justice Crime Prevention and Security Cluster, Implement the Victim's Charter, give support services to the Courts regarding quasi-judicial functions and conduct ad hoc training to Maintenance Clerks and Investigators.
- POST 20/08** : **COURT MANAGER (X3 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court; Cofimvaba Ref No: 52/20EC
: Magistrate Court; Somerset East Ref No: 54/20EC
: Magistrate Mookgophong Ref No: 21/20/LMP
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court

- environment will be an added advantage; A valid driver's licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES** : Limpopo: Mr TP Maakamedi Cell No: 084 893 2709
Eastern Cape: P Hattingh Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Limpopo: Quoting the relevant reference number, direct your application to: Email Address: LMPRecruitment@justice.gov.za
ECRecruitment@justice.gov.za
ECRecruitment-52-CM@justice.gov.za
ECRecruitment-54-CM@justice.gov.za or fax to email 0866359104. Separate applications must be made quoting the relevant reference no.
- POST 20/09** : **COURT MANAGER REF NO: 20/30/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Mahlabathini
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within the Sub-District of Ulundi Local Municipality; Oversee Ulundi and Babanango Magistrate Courts; Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: DOJ30-20-kzn@justice.gov.za
- POST 20/10** : **COURT MANAGER REF NO: 20/31/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Paulpietersburg
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

- DUTIES** : Key Performance Areas: Manage courts and places of sitting within the Sub-District of Dume Local Municipality; Oversee Louwsburg Magistrate Court; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: DOJ31-20-kzn@justice.gov.za
- POST 20/11** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER (X2 POSTS)**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Nqutu – Port Shepstone Cluster Ref No: 20/32/KZN
Umzinyathi Cluster Ref No: 20/33/KZN
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Recommendations: Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. Skills and Competencies: Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; A thorough understanding and knowledge of the Department's branches will be an added advantage; Facilitation, people, motivational and driving skills; Finance Management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitation of financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitoring of audit recommendations and action plan to ensure compliance; Monitor and report on effective supply chain and asset management processes within the cluster.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: DOJ32-20-kzn@justice.gov.za and DOJ33-20-kzn@justice.gov.za
- POST 20/12** : **ASSISTANT DIRECTOR: HUMAN RESOURCE (EMPLOYEE HEALTH AND EMPLOYMENT EQUITY) REF NO: 59/20EC**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, East London
- REQUIREMENTS** : Three-year Bachelor's degree /National Diploma in Human Resources Management/ Social Science with Psychology and Sociology as major subjects (NQF level 6); Three years' practical experience in Human Resources or Employee Health & Wellness environment; One year supervisory/management experience; A valid driver's license. Certificate in EAP will be an added advantage. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.

- DUTIES** : Key Performance Areas: Provide guidance to managers and employees in all Employee Health and Wellness activities; Maintaining effective, efficient reporting mechanisms to inform decision making; Develop, management, implementation and monitoring of the EE strategy, plan and report for the Region; Facilitate the implementation of Employee, Health and Wellness Strategy and policies; Coordinate and implement workplace health promotion programmes; Manage and implement HIV, STI and TB programmes within the Department; Market and promote the Employee Health and Wellness programme in the department; Manage relations with internal and external health and wellness stakeholders; Provide support and guidance to staff regarding policies, requirements and general administration.
- ENQUIRIES APPLICATIONS** : P Hattingh Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za; ECRecruitment-59-ASD@justice.gov.za; or fax to email 0866359104.
- POST 20/13** : **ASSISTANT DIRECTOR: COURT ADMINISTRATION REF NO: 60/20EC**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, East London
: Three year's Bachelor's degree/National Diploma in Administration or equivalent qualification (NQF level 6); Three years' experience in Office Administration; Three years' supervisory/management experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel, BAS and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provision, monitoring and maintenance of fleet motor transport services within the Regional Office and sub offices; Ensure compliance to prescripts in assisting procurement with regard to the payment of service providers e.g. Cell phone routers, cell phone accounts, 3G Cards, Photocopy Deliver an efficient and effective registry service within the Regional Office; Provision of telecommunications and photocopy services within the Regional Office, directorates and all other offices in the Region machines and franking machines; Supervision and management of staff; Provision of management support in respect of special projects; Secretariat services to various Court Operations Forums; Compilation of Statistics for submission to National Office; Provide support and guidance to staff regarding policies, requirements and general administration.
- ENQUIRIES APPLICATIONS** : P Hattingh Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za; ECRecruitment-60-ASD@justice.gov.za or fax to email 0866359104.
- POST 20/14** : **STATE ACCOUNTANT: THIRD PARTY FUNDS (ACCOUNTING) REF NO: 20/56/CFO**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: 3 years Degree/National Diploma/NQF Level 6 in Finance or equivalent, with accounting as a major subject; One year relevant experience in Financial Accounting/Management environment; Sound knowledge of Financial Management and PFMA, Treasury regulations; Knowledge of Justice Administered Fund Act, Regulations, Financial Instructions and Directives; Knowledge of other departmental directives, such as Departmental Financial Instructions (DFI), Standard Operating Procedures (SOPS), etc; Knowledge of Departmental TPF systems; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, MS Windows, MS PowerPoint and Excel); Communication skills (Written and Verbal); Planning and organizing skills; Accuracy and attention to details; Project management skills; Problem solving skills; Ability to supervise staff; Ability to interpret and apply policies.

- DUTIES** : Key Performance Areas: Supervise Third Party Funds Mojapay ledger accounts (in access of 300 different accounts); Provide reports on financial statements; Ensure company 1000 (Justice administrated fund) payment runs & clarification items; Facilitate audit queries and maintenance of Persal; Provide effective people management.
- ENQUIRIES** : Ms M. Qhamakoane Tel No: (012) 357-8591
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-56-CFO@justice.gov.za
- POST 20/15** : **STATE ACCOUNTANT: THIRD PARTY FUNDS (BANKING) REF NO: 20/55/CFO**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : 3 years Degree/National Diploma/NQF Level 6 in Finance or equivalent, with accounting as a major subject; One year relevant experience in Financial Accounting/Management environment; Sound knowledge of Financial Management and PFMA, Treasury regulations; Knowledge of Justice Administered Fund Act, Regulations, Financial Instructions and Directives; Knowledge of other departmental directives, such as Departmental Financial Instructions (DFI), Standard Operating Procedures (SOPS), etc; Knowledge of Departmental TPF systems; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, MS Windows, MS PowerPoint and Excel); Communication skills Written and Verbal); Planning and organizing skills; Accuracy and attention to details; Project management skills; Problem solving skills; Loyal, honest ability to work under pressure.
- DUTIES** : Key Performance Areas: Supervise Third Party Funds bank accounts (576); Update maintenance schedule; Verify company 2000 (fines) payment runs & clarification items; provide effective people management.
- ENQUIRIES** : Ms M. Qhamakoane Tel No: (012) 357-8591
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-55-CFO@justice.gov.za
- POST 20/16** : **MAINTENANCE OFFICERS (X5 POSTS)**
- SALARY** : R198 411 – R480 921 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Queenstown Ref No: 49/20EC (Will also be responsible to work at other offices in the cluster e.g. Whittlesea, Steynsburg; Tarkastad and others in cluster as required)
Magistrate Court, Zwelitsha Ref No: 51/20EC (Will also be responsible to work at other offices in the cluster e.g. Alice, Peddie and others in cluster as required)
Magistrate Court, Cradock Ref No: 50/20EC (Will also be responsible to work at other offices in the cluster e.g. Middelburg, Somerset East, Adelaide and others in cluster as required)
Magistrate Court Durban Ref No: 20/34/KZN
Magistrate Court Howich Ref No: 20/35/KZN
- REQUIREMENTS** : LLB Degree or a four year's recognized legal qualification; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.
- ENQUIRIES** : Kwazulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 372 3000
Eastern Cape: Ms. L de Kock Tel No: (043) 702 7000
- APPLICATIONS** : **KwaZulu-Natal:** Quoting the relevant reference number and direct your application to: DOJ34-20-kzn@justice.gov.za and DOJ35-20-kzn@justice.gov.za

Eastern Cape: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za
ECRecruitment-51-MO@justice.gov.za
ECRecruitment-49-MO@justice.gov.za
ECRecruitment-50-MO@justice.gov.za or fax to email 0866359104

DEPARTMENT OF MINERAL RESOURCES

The Department of Mineral Resources and Energy (DMRE) 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** : Ms T Sibutha/Ms N Maseko. Please forward your application, quoting reference, to vacancies@dmre.gov.za. Reference number must be included as the email subject. Hand delivered applications will not be accepted due to the Risk posed by COVID 19 as well as adherence to Lockdown Regulations.
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from any government department's Website www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated) and 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. Failure to submit the form Z83 and comprehensive CV will result in the application being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. In case of SMS Posts, shortlisted candidates will be subjected to a Technical exercise and Competency Assessments. 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 20/17** : **CHIEF MINERAL ECONOMIST REF NO: DMRE/2020/0005**
- SALARY** : R869 007 per annum (Level 12) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An Appropriate Honours Degree in Economics coupled with at least 5 years' experience working as an economist on both micro and macro-economic matters the following competencies; Knowledge Of: Understanding of macro and micro economics; Analytical abilities on mining and energy sectors; Understanding of South Africa's economic policy direction, transformation and developmental agenda. Skills: Analyse international economic trends, Leadership skills; Ability to work independently, as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Well-developed interpersonal skills; Computer Literacy; Research skills. Ability to use forecasting software. Communication: Well-developed communication, ability to communicate with internal and external stakeholders; Sound written and verbal communication, Sound report writing and formulation skills. Creativity: Logical, innovative and creative thinking. Recommendation/Note: A master's degree will be an added advantage.
- DUTIES** : Conduct research, collect and analyse data, monitor economic trends and develop forecasts on a wide variety of issues, including energy costs, inflation, commodity prices, exchange rates, business cycles, taxes and royalties and employment levels.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004/ 3601

POST 20/18 : **INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0009 (X2 POSTS)**

SALARY : R733 257 per annum (Level 11) (All-inclusive package)
CENTRE : North-West Regional Office, Klerksdorp
REQUIREMENTS : An appropriate Mine Manager's Certificate of Competency (Metalliferous and/or Coal) coupled with relevant experience, PLUS the following competencies: Knowledge Of: Mine Health and Safety Act; Extensive knowledge and experience of both underground and surface mining; Understanding of the Department's policies aimed at optimal utilisation of mineral resources; Basic knowledge of labour relations and human resources management. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy. Thinking Demands: innovative and creative thinking abilities; Others: Ability to work under pressure.

DUTIES : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and audits, conduct inquiries and investigations into accidents and incidents; Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines; Give support and assistance in the promotion of health and safety in the mining industry; Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms; Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry; Manage information systems; Support and develop a transformation process within the regional office. Recommendation/Note: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's licence.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4316

POST 20/19 : **ADMINISTRATION CLERK REF NO: DMRE/2020/0010**

SALARY : R173 703 (Level 05) per annum
CENTRE : North-West Regional Office, Klerksdorp
REQUIREMENTS : A matric certificate coupled with working experience Plus the following competencies: Knowledge Of: Knowledge of data capturing processes; Public Service Prescripts. Skills: Computer literacy (MS Office package); Ability to use spreadsheet and data capturing packages; Ability to meet deadlines; Strong interpersonal and problem-solving skills. Thinking Demands: Innovative and creative thinking abilities. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

DUTIES : Data capturing of all occupational hygiene returns received from mines; Keep record of all received occupational hygiene returns; Filing of occupational hygiene reports; Liaise and verify with Inspectors on expected and outstanding occupational hygiene reports; Provide assistance in generating monthly and quarterly occupational reports when required; Provide of administrative support service to the manager/unit. Recommendation/Note: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4316

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.
Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.
- CLOSING DATE** : 04 September 2020
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.
- OTHER POSTS**
- POST 20/20** : **COURT MANAGER REF NO: 2020/80/OCJ**
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : A three (3) year relevant qualification in management or administration. 6-8 years' experience in supervisory or junior management. A valid driver's licence, Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management, Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills, Good interpersonal skills, Problem solving skills, Conflict management skills, Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Division to optimally deliver on the, OCJ mandate, provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division, Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support, Monitor the overall performance of the Court and enhance Judicial stakeholder relations, Provide effective and efficient management of facilities and security services to the Judiciary.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- APPLICATIONS** : may be submitted electronically via email: applicationsGAU@judiciary.org.za.

- NOTE** : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
- POST 20/21** : **LAW RESEARCHER REF NO: 2020/81/OCJ**
(3 Year Contract)
Re-advert: Candidates who previously applied, are encouraged to re-apply
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : An LLB degree or four year recognized legal qualification; Sound knowledge of domestic and international legal databases. Library and book-based research knowledge, 1-year relevant legal research experience; A valid driver's licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- DUTIES** : Conduct legal research as required by the Judges and other personnel of the Court; Perform proof reading functions, drafting of speeches, conference notes and legal articles; Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence; checking judgments for style and accuracy of citations; Perform quasi-judicial functions; Attend to additional duties as assigned.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- APPLICATIONS** : may be submitted electronically via email: applicationsFS@judiciary.org.za.
- NOTE** : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
- POST 20/22** : **JUDGES SECRETARY REF NO: 2020/82/OCJ (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Western Cape
- REQUIREMENTS** : Grade (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written). Administration and organizational skills; Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure; Attention to detail. Customer care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts;

Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, Procedures and Guidelines.

ENQUIRIES : Ms M Baker Tel No: (021) 469 4000
APPLICATIONS : may be submitted electronically via email: applicationsWC@judiciary.org.za.
NOTE : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.

POST 20/23 : **CHIEF ADMINISTRATION CLERK REF NO: 2020/83/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply

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

CENTRE : Labour And Labour Appeals Court: Johannesburg
REQUIREMENTS : A three-year National Diploma/Degree in Financial Management/ Accounting/ Commerce, Cost and Accounting, Public Management or Business Administration. Three years' relevant experience in financial environment. Skills and Competencies: Computer literacy, excellent communication skills (verbal and nonverbal), problem solving skills, Ability to work under pressure, individually and within team. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPFMA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS).

DUTIES : Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and render budget support services. Supervise Human Resources/staff. Supervise Supply Chain Management and transport services.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404
APPLICATIONS : may be submitted electronically via email: applicationsGAU@judiciary.org.za
NOTE : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.

POST 20/24 : **ADMINISTRATION CLERK (ASSETS CONTROLLER), REF NO: 2020/84/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Local Division: Johannesburg
REQUIREMENTS : Grade 12. Skills and Competencies: Knowledge of relevant legislation. Financial Management. Excellent communication skills. Computer literacy. Analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines. Solution Oriented. Service Delivery Innovation (SDI). Client Orientation and Customer Focus.

DUTIES : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased asset register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404
APPLICATIONS : may be submitted electronically via email: applicationsGAU@judiciary.org.za.

- NOTE** : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.
- POST 20/25** : **DATA CAPTURER REF NO: 2020/85/OCJ**
Re-advert Candidates who previously applied, are encouraged to re-apply
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal (Bloemfontein)
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills. Excellent in Microsoft office software. Ability to analyse statistics and ability to work under pressure.
- DUTIES** : Provide administrative support services. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services. Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information as required.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- APPLICATIONS** : may be submitted electronically via email: applicationsFS@judiciary.org.za
- NOTE** : Electronic applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 04 September 2020 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG) under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

OTHER POSTS

- POST 20/26** : **SPECIALIST: ICT SECURITY REF NO: 022 /2020**
Sub-directorate: Infrastructure Support
- SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the

		Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A year tertiary qualification (NQF 06) in Information Technology/ Computer Science or equivalent with at least 6 years appropriate experience of which 3 years must be in ICT Security and 3 years at Middle Management/ASD level or equivalent. Must have extensive experience in providing desktop support; knowledge and experience of network and systems administration; knowledge FortiGate firewalls, Network vulnerability tools, Antivirus software and administration thereof, backup procedures, backup software and strategies and file transfer protocol. Additional Competencies: Security + certification, Microsoft Certified Systems Administrator (MCSA/MCSE) Certification, certified Information Security Manager (CISM)/Certified Information Security Professional (CISSP) certification(s), Firewall management and/or certification, Cisco Networking and/or certification and Information Technology Information Library (ITIL). The ideal candidate must have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage and maintain ICT infrastructure security. This entails the management of the operations of the DPME's enterprise security solutions; the management of security in all DPME's externally facing applications. The implementation of security solutions for vulnerability audits and assessments. The establishment of an enterprise security stance through policy, architecture and training processes; The research and innovation of security solutions and The management of Finance and Human Resources in the Unit(s).
<u>ENQUIRIES</u>	:	Ms J Mchunu Tel No: (012) 312-0462
<u>POST 20/27</u>	:	<u>SPECIALIST: APPLICATIONS DEVELOPMENT REF NO: 023/2020</u> (Contract Ending 31 March 2021) Directorate: Business Applications & Knowledge Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11). (All-inclusive salary package)
	:	Pretoria
	:	A 3-year tertiary qualification (NQF 06) in Information Technology/ Computer Science especially Software Development or equivalent with at least 6 years appropriate experience of which 3 years must be in Software Development. Must have the following knowledge and skills: C#, JavaScript, VB.Net, Web development, PHP, ASP.NET, HTML, HTML 5, CSS3, JQuery, Python, Entity Framework, MVC, KnockoutJS, AngularJS, WPF, WCF and Web API services Regression, Stress and Functional Testing, Database design, Scripting in MS SQL server environment, SharePoint Customisation including Reporting Services and Power BI. The ideal candidate must have the ability to demonstrate sound knowledge of SDLC and other ICT related policies and practices, technical skills. Produce good quality of work, be reliable, acceptance of responsibility and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning and execution skills. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	The successful candidate will be responsible to analyse user requirements specifications and develop technical, functional and non-functional specification and to ensure the interpretation and translation of user requirements into design specifications and functions specification. Develop, design and support applications components/functionality, integration and configuration requests. This entails the developing complex solutions or maintaining code and systems developed by other engineers. The providing of technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing based applications. The developing and implementing of business intelligence solutions.
<u>ENQUIRIES</u>	:	Ms J Mchunu Tel No: (012) 312-0462

POST 20/28 : **MESSENGER/DRIVER REF NO: 024/2020**
Unit: Registry Services

SALARY : R145 281 per annum (Level 04) plus benefits.
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification and a minimum of 7 -12 months experience working as a Messenger/Driver. Must have valid driver's licence and must have PDP. Must have the following knowledge and skills: Computer Literacy Skills, Good Verbal and Written Communication, Interpersonal Relations, Knowledge of the procedures to operate the motor vehicle, Knowledge of the prescripts for the correct utilisation of the motor vehicle and Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Candidate will be subjected to competency test driving.

DUTIES : The successful candidate will be responsible for driving of motor vehicles to transport passengers and other items (e.g. mail and documents). This entails driving light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely and complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items for the Department; Copy and fax documents and assist with registry functions.

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

<u>CLOSING DATE</u>	:	07 September 2020
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. NB: Requirement For All Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 20/29</u>	:	<u>CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DPSA 11/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate, an appropriate B. Degree qualification in Public Administration, Human Resources or Public Management or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate experience at Senior Management level. A minimum of 10 years appropriate experience in strategic management or organisational design/development. Knowledge of Constitution of the Republic of South Africa, Government legislative framework with specific reference to employment legislation, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Knowledge of Public Service legislative and policy framework. Managerial skills: Strategic thinking and Leadership, Program and Project Management, Human Resource Management, Stakeholder Management and coordination, Analytical skills as well as Planning and Organising skills. Technical skills, verbal and written communication skills, including report writing, computer literacy. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Conduct research to provide technical advice on the development of the department's strategic and annual plans. Manage the coordination of strategic, operational and annual planning processes of the department and the development of the related strategic, operational and annual plans for tabling in parliament. Manage the compilation of 5 year strategic performance, annual performance, and quarterly and monthly performance reports. Conduct Internal Monitoring and Evaluation of the department's programmes and processes Including Institutional performance assessments and Productivity measurement assessments, recommend the required actions for improved

effectiveness and efficiencies and track the implementation thereof. Manage all the Organisational Development processes including Change management the development, review and management of the organisational structure, job evaluation process and Change Management Processes and Programmes. Manage the development and implementation of the Service Delivery Improvement programmes, delivery planning, and complaints management systems. Develop internal policies, systems, frameworks and guidelines in line with national policy guidelines /directives for all the functional areas of the post and provide capacity building, technical support and advice to managers and staff. Manage the staff, operations, systems and processes of the Chief Directorate.

ENQUIRIES APPLICATIONS

: Ms. Linda Dudla Tel No: (012) 336 1282
 : E-Mail To: advertisement11@dpsa.gov.za

POST 20/30

: **DIRECTOR: INTERNAL INFORMATION, COMMUNICATION AND TECHNOLOGY MANAGEMENT REF NO: DPSA 12/2020**

SALARY

: R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS

: Pretoria.
 : A Senior Certificate on NQF level 4, an appropriate B. Degree qualification in ICT or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in an ICT environment. Sound knowledge of Constitution, Government Legislative Framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, E-Governance and M-Governance Systems and Policies, A self-driven individual in a possession of the following technical skills and competencies: Policy Development Information, Communication and Technology Management, Information and Knowledge Management, Monitoring and Evaluation, IT systems and Infrastructure maintenance and support, IT Project Management, IT Business Process Mapping, IT Programming knowledge, Knowledgeable on prescripts related to ICT Public Administration Management Act, Public Service Act, 1994, Public Service Regulations, PFMA, Cyber Legislation and all Information Communications Legislation, knowledge of Hardware and Software Product Knowledge. Knowledge of the, Skills: Problem solving, decision making, Diversity management, Communication and information management, interpersonal relations facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, risk management, ethics management, programme and project management, financial management, change management, people management and empowerment.

DUTIES

: To manage the alignment of the department's information. Information technology and strategy with the strategic direction, management plans and the business processes of the department based on Government policies, to manage the development of and implementation of information management and information technology policies, strategies, guidelines, best practices and procedures based on nationally determined norms and standards, Manage the internal IT governance structure (such as IT steering Committee Meeting) and represent the relevant department at the GITO Council. To manage the development and implementation of internal prescripts and provisioning of services for Internal Information, Communication and Technology Management and Internal Knowledge Management Website Development and management and records management. Manage the rendering of Infrastructure and Operations Support and Systems Development Services, Infrastructure and Operations Support services: monitor and evaluate WAN/LAN and IT, undertake risk management of IT infrastructure, Manage IT procurement and renewal of software licenses, Manage utilisation and allocation of mobile devices, Secure documents and information through backups, installation up to date Virus Software and Software of data, provide technical advice and support, Manage the rendering of Website, Internal Knowledge and Records Management Service. Manage all the Operations, Systems and Processes of the Directorate. Promote the use of IT as a strategic

		resource and enabler, including the provisioning of ongoing training and skills transfer in the use of IT systems and manage the Directorate.
<u>ENQUIRIES</u>	:	Ms. Linda Dlodla Tel No: (012) 336 1282
<u>APPLICATIONS</u>	:	E-Mail To: advertisement12@dpsa.gov.za
<u>POST 20/31</u>	:	<u>DIRECTOR: CAPACITY AND FUNCTIONALITY AUDITS REF NO: DPSA 13/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENT</u>	:	Pretoria
	:	A Senior Certificate on NQF level 4, an appropriate B. Degree qualification in Public Administration or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in monitoring or evaluation. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, knowledge of public service policy framework and development processes, A self-driven individual in a possession of the following technical skills and competencies: Policy Development and Analysis, Institutional Development, Design of Monitoring and Evaluation tools and systems, Monitoring and Evaluation. Problem solving, decision making, decision making, facilitation, negotiation, presentation, report writing and computer literacy and conflict management.
<u>DUTIES</u>	:	Manage and develop Prescripts (Policies, Norms and Standards, Directives, Circulars Framework, Guidelines etc. for capacity and functionality of institutions to develop and comply with Public Administration norms and standards. Manage and develop Prescripts (Policies, Norms and Standards, Directives, Circulars Framework, Guidelines etc. for audit of skills by institutions to develop and implement Public Administration norms and standards and advice on capacity building initiatives. Manage the provision of implementation support to departments. To manage the implementation of capacity and functionality audits of skills, systems and processes in government institutions to develop norms and standards. Manage the provision of technical implementation support to address the weaknesses and gaps identified through the Capacity and Functionality Audits of Skills, Systems and Processes, To advise the Minister on Capacity Building Initiatives, Manage the Monitoring and Evaluation Processes, Manage all the Operations, Systems and Processes of the Directorate.
<u>ENQUIRIES</u>	:	Ms. Ledule Bosch Tel No: (012) 336 1226
<u>APPLICATIONS</u>	:	E-Mail To: advertisement13@dpsa.gov.za
<u>POST 20/32</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT AND MONITORING AND EVALUATION REF NO: DPSA 14/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate on NQF level 4, an appropriate Bachelor Degree in Public Administration or Public Management or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years managerial experience at senior/middle management level and 8 years appropriate experience in Strategic Management and/or monitoring and evaluation. Sound knowledge of the Constitution of the Republic of South Africa, Public Service legislative and policy framework, Government legislative framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Sound understanding of operations management. A self-driven individual in a possession of the following technical skills and competencies: Policy development, Strategic management, Monitoring and evaluation, research skills, analytical skills, problem solving (conceptual thinking), communication

- and information management, decision making and conflict management, report writing and computer literacy.
- DUTIES** : Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Develop systems electronic for data collection, M& E and reporting. Conduct research to inform the development of the department's strategic and annual operational plans. Compile strategic and annual operational plans for tabling in parliament. Conduct Strategic Plan Reviews and advice management on improvements for the next cycle on planning. Compile and submit Monthly, Quarterly and annual reports on implementation of Annual performance plans to relevant control points. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery objectives and compliance to policies. Conduct institutional assessments and productivity measurement assessments. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.
- ENQUIRIES** : Ms. Linda Dlodla Tel No: (012) 336 1282
- APPLICATIONS** : E-Mail To: advertisement14@dpsa.gov.za
- POST 20/33** : **DIRECTOR: LEGISLATION REF NO: DPSA 15/2020**
- SALARY** : R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year' B. Degree in Law at NQF level 7. Pre-entry Certificate for SMS. Registration as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment, including experience in legislative drafting and processing. Sound knowledge of the Constitution of the Republic of South Africa, Government's legislative frameworks, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.
- DUTIES** : Manage legislative oversight and drafting/examining and analyses of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation), manage legal advice and support on legislative matters regarding public administration legislation all operations, systems and processes of the Directorate. All aspects (e.g. relevant documentation complied) for the parliamentary legislative process and legal instruments associated with the promulgation and commencement of legislation facilitated and managed. Bills drafted as required, Inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information. Drafting/examining and analyses of regulations relating to the public administration. Review legislation administered by the Minister for Public Service and Administration. Provide guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as

directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

ENQUIRIES : Ms. Renisha Naidoo Tel No: (012) 336 1006
APPLICATIONS : E-Mail To: advertisement15@dpsa.gov.za

POST 20/34 : **DIRECTOR: ADVISORY SERVICES REF NO: DPSA 16/2020**

SALARY : R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year' B. Degree in Law at NQF level 7. Pre-entry Certificate for SMS. Admitted as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of litigation processes (e.g. dealing with claims for and against the Department) and processing of international agreements, service level agreements, Presidents Minutes and Proclamations. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage the provision of appropriate legal advice or opinions; scrutinise, draft and edit documents with legal implications as required; provide guidance on policy development and prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the department in line with the national policies/frameworks and the legislation administered by the Minister, as required. Manage the implementation of PAJA and PAIA which involves interventions undertaken to advocate and implement PAJA and PAIA within the department, PAIA requests managed in accordance with relevant prescripts. Reports in respect of PAIA submitted timeously. Capacity building provided and or/contributions made to the development of capacity development programmes in the Department on PAJA and PAIA. Represent the Minister, Director-General and Department in Litigation matters. Ensure compliance with required processes and time frames for specific processes and the Litigation Protocol for Legal Services. Manage all the operations, systems and processes of the Directorate. Information, advice and support provided to internal stakeholders. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

ENQUIRIES : Ms. Renisha Naidoo Tel No: (012) 336 1006
APPLICATIONS : E-Mail To: advertisement16@dpsa.gov.za

POST 20/35 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 17/2020**

SALARY : R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary)

		and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree qualification in Public Administration or Public Management or related equivalent qualification at NQF level 7 and a Certificate in Organisational Design/Development. Pre-entry Certificate for SMS. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in OD Design or Development or Service Delivery. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Legislation environment. Public Administration Management Act and Related Regulations, Government Planning and Reporting Frameworks, Medium Term Strategic Framework. Government's Labour Relations and Human Resources Prescripts, Intergovernmental relations. Skills: Policy development, Organisational development, Job evaluation and Post provisioning, Services delivery planning and Monitoring and evaluation, Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.
<u>DUTIES</u>	:	Manage the development of internal prescripts for Organisational Development and Job Evaluation as guided by national policies/frameworks. Manage the development and review of the DPSA's organisational structure and the job evaluation process. Manage the development of the DPSA service delivery model and service delivery plans. Facilitate the conducting of the department's Business process improvement and Organisational functionality assessments. Manage the implementation of Change management initiatives which include culture, behaviour, systems and organisational climate assessments and design programmes and interventions to address the findings. Manage the implementation of service delivery improvement programmes and interventions which include Batho Pele programmes and the complaints management systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Karien Beckers Tel No: (012) 336 1570
	:	E-Mail To: advertisement17@dpsa.gov.za
<u>POST 20/36</u>	:	<u>DIRECTOR: ETHICS AND RISK MANAGEMENT REF NO: DPSA 18/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree qualification in Public Administration or Public Management or Risk Management or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years' experience at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in Risk or Ethics Management. Sound knowledge of Public Service Policy Framework, Public Service Ethics and Anti-corruption measures, Knowledge of the Constitution, Public Service Act and Related Regulations, Public Administration Management Act and Related Regulations, Government Planning and Reporting Frameworks, Medium Term Strategic Framework. Government's Labour Relations and Human Resources Prescripts, Intergovernmental relations. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, risk management, ethics management, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage the development of internal prescripts (policies, norms and standards, directives, strategies and guidelines) on Risk, Anti-Corruption and Integrity Management within national policies/frameworks as required, which include Risk management policy, strategy and plans, fraud and corruption policy, gift policy, risk register, etc. Ensure the establishment of a functional ethics committee, e-disclosure system and related processes. Ensure the functionality of disclosure systems and provide technical support to staff on the use of the systems. Remunerative work (RWOPS) processed for approval by the delegated authority. Systems to monitor and evaluate implementation and compliance designed and maintained. Conduct analysis of Ethics and Corruption risks and recommend improvements to management. Maintain records of outcomes of allegations of unethical conduct referred to law enforcement agencies and monitor and report on progress related to such cases. Conduct compliance assessments and recommend measures to improve compliance where required. Provide technical support and advice on Risks management and ethics related matters to managers and staff. Conduct capacity building and awareness campaigns Risk, Anti-Corruption and Integrity Management with staff. Monitoring conducted and reported quarterly or as required.

ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343
APPLICATIONS : E-Mail To: advertisement18@dpsa.gov.za

OTHER POSTS

POST 20/37 : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT FOR HOUSING FINANCE REF NO: DPSA 19/2020**

SALARY : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF Level 4, an appropriate Bachelor Degree qualification in Business Management Science, Public Relations, Marketing and Communication, Stakeholder Management or related equivalent qualification at NQF level 7. At least 3 years' appropriate experience at Middle Management level. Knowledge of Stakeholder Management, Public Relations, Customer Relations Management, Public Service Administration, Legal Services or Contract Management, Housing Development Fraternity, Real Estate Sector and knowledge of collective bargaining, and public service legislative and policy framework. Managerial skills: Strategy Management, Project Management, Communication, Stakeholder and Customer Relations Management. Generic Skills: Project management skills, people management skills, leadership skills, management and supervisory skills, strategic thinking, result orientation and customer focus, good interpersonal relationship skills, and influencing skills. Report writing and presentation, computer literacy, cross-functional influence and engagement, facilitation experience, marketing and communication skills, negotiations skills, swift decision-making ability, problem solving, innovative, confident, resilient, self-starter, energetic, professional, persuasive, time management and team player. Technical skills: verbal and written communication skills, including report writing, computer literacy and ability to work independently and as part of a team.

DUTIES : To ensure the development of stakeholder management strategy and plan relating to housing finance providers and housing finance assistance funders. To ensure the establishment and maintenance of constructive relations with stakeholders to position the Scheme strategically. Ensure the preparation and management of memoranda of understanding and service level agreements with stakeholders or partners. Prepare reports and presentations. Provide secretarial and support service to the GEHS Advisory Council of Forum.

ENQUIRIES : Mr. Johannes Rantete Tel No: (012) 336 1102
APPLICATIONS : E-Mail To: advertisement19@dpsa.gov.za

POST 20/38 : **DEPUTY DIRECTOR: HOUSING SCHEME ADMINISTRATION REF NO: DPSA 20/2020**

SALARY : R733 257 per annum (Level 11). Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS : Pretoria
: A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Public Service Administration, Public Policy, Human Resource Management, Business Administration, Employee Benefits Administration or related equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience at a Middle Management level. Knowledge of public service administration and management, strategic management, human resource Management, financial management, supply chain management, public service administration and management. Managerial skills: Strategic Planning and Management, Employee Benefits Administrations, Human Resource Management, Financial Management, Supply Chain Management. Generic Skills: Strategic thinker, interpersonal relationship skills, computer literacy, presentation skills, exceptional report writing skills, ability to prepare graphs and charts, problem solving, innovative, confident, professional, team player. Technical skills: verbal and written communication skills, including report writing, computer literacy, ability to work independently and as part of a team.

DUTIES : To manage the housing allowance administration. Administer the Individual-Linked Savings Facility (ILSF). Manage customer data and needs analysis including preparation of housing demand lists and reports. Train and capacitate human resource units of government departments to implement housing allowance policy, PSCBC resolutions, determinations directives and codes. Manage the resolution of queries, complaints and disputes around the administration of the housing allowance.

ENQUIRIES APPLICATIONS : Mr. Johannes Rantete Tel No: (012) 336 1102
: E-Mail To: advertisement20@dpsa.gov.za

POST 20/39 : **ASSISTANT DIRECTOR: CUSTOMER SERVICES REF NO: DPSA 21/2020**

SALARY : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENT : Pretoria
: A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Public Administration, Customer Relations Management, Business Administration, Employee Benefits Administration or equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience. Knowledge of Public Service Administration and Management, Customer Relations Management, Human Resource Management, Benefits Administration and Collective Bargaining. Generic Skills: Customer orientation, communication skills, strategic thinker, interpersonal relationship skills, computer literacy, presentation skills, good report writing skills, problem solving, innovative, confident, professional, passionate, team player. Technical skills: Customer relations management, human resource management, knowledge of public service administration, knowledge of collective bargaining, knowledge of employee benefits and understanding of employee enrolment and call centre environment. Ability to work independently and as part of a team.

DUTIES : To establish and maintain the Enrolment and Call Centre. Plan, coordinate and supervise the provision of customer care and support – housing advice and education, housing allowance applications, employee enrolment and application for housing solutions. Implement marketing and communication strategy including the planning and acquisition of relevant equipment and materials for outreach and customer services. Prepare monthly reports on the customer care and support provided. Prepare an implement service delivery improvement plans.

ENQUIRIES APPLICATIONS : Mr. Johannes Rantete Tel No: (012) 336 1102
: E-mail to: advertisement21@dpsa.gov.za

POST 20/40 : **ASSISTANT DIRECTOR: HOUSING SCHEME ADMINISTRATION REF NO: DPSA 22/2020**

SALARY : R376 596 per annum (Level 09). Annual progression up to a maximum salary of R443 601 per annum is possible subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate on NQF level 4, an appropriate Bachelor Degree in Business Administration, Financial Management, Banking or equivalent qualification at NQF level 7. Minimum of 3 years' relevant experience. Knowledge of Banking and Financial Services, Public Service Administration and Management, Human Resource Management, Financial Management, Risk Management, Audit Management. Generic skills: Strategic thinker, interpersonal relation, computer literacy, presentation skills, exceptional report writing skills, ability to prepare graphs and charts, problem solving, innovative, confident, professional , team player. A self-driven individual in possession of the following technical skills and competencies: Business administration, knowledge of financial systems, banking administration, understanding of employee benefits administration, understanding of the public service and project management.

DUTIES : To manage housing scheme administration and in particular the Individual-Linked Savings Facility (ILSF). Administer the Individual-Linked Savings Facility (ILSF) collaboratively with National Treasury. Provide support services to public servants, HR and Finance units in departments in making deposits and withdrawals from the ILSF. Analyse, coordinate and interpret ILSF data and prepare periodic statements and reports. Prepare and implement service delivery improvement plans. Identify risks and implement risk mitigation strategies.

ENQUIRIES : Mr. Johannes Rantete Tel No: (012) 336 1102

APPLICATIONS : E-mail to: advertisement22@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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. The filling of the positions is targeted for women and people with disability as first preference. All other groups will be considered on the event where the Department cannot appoint.



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 (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an 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. NB: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

POST 20/41 : **DIRECTOR: COMPUTER AUDITS AND HEAD OFFICE AUDITS REF NO: 2020/66**
Re-Advertisement: People who applied previously are encouraged to re-apply

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. Certificate of entry into Senior Management Services. 5 years relevant working experience at middle or senior management level. Extensive appropriate experience in auditing at managerial level. A CIA/CISA qualification or advanced study towards such is preferred. Membership with the Institute of Internal Auditors (IIA) or the Information Systems Audit and Control Association (ISACA). Knowledge of the Standards for Professional Practice of Internal Auditing (SPIIA) or General Standards for Information Systems (SAICA). Knowledge of Accounting and Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the COBIT/COSO Framework and the King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in Team Mate software and ACL will serve as an advantage. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher levels of efficiency. Ability to work well under pressure for extended periods of time. A valid driver's license and the willingness to undergo security clearance.

DUTIES : Manage the Internal Audit's Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activities' objectives are in line with the Activities' strategic goals and those of the Department. Implement audit approaches and methodologies for Internal Audit Activities. Identify critical risks

from the Department's Risk Management plan that require Internal Audit Activity focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit Activities' compliance with all applicable statutory requirements, Acts and professional practices and standards. Effective participation in Audit Committee activities. Manage Financial and Human Resources within the Directorate. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

- ENQUIRIES** : Ms R. Mashigoane Tel.No: (012) 406 -1758
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- NOTE** : Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.
- CLOSING DATE** : 04 September 2020 at 16H00
- POST 20/42** : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT GOVERNANCE, RISK AND COMPLIANCE REF NO: 2020/67**
- SALARY** : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Administration/Management. Certificate of entry into Senior Management Services. 5 years' experience at middle/senior in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, valid driver's license, required to travel extensively. Skills And Competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.
- DUTIES** : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor internal service delivery policies and strategy aligned to the DPSAV Operations Management Framework.
- ENQUIRIES** : Mr. I Fazel Tel No: (012) 406 1681
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- NOTE** : Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.
- CLOSING DATE** : 04 September 2020 at 16H00

OTHER POSTS

- POST 20/43** : **CHIEF TOWN AND REGIONAL PLANNER GRADE A REF NO: 2020/68**
Re-Advertisement: People who applied previously are encouraged to re-apply
- SALARY** : R898 569 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).
- CENTRE REQUIREMENTS** : Head-Office (Pretoria)
: A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centers for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.
- DUTIES** : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.
- ENQUIRIES APPLICATIONS** : Mr T Rachidi Tel No: (012) 406-1885
: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION CLOSING DATE** : Ms NP Mudau
: 04 September 2020 at 16H00
- POST 20/44** : **EXECUTIVE OFFICE MANAGER**
- 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** : Head Office (Pretoria)
Office of the CFO Ref No: 2020/70a
Office of the DDG: Corporate Services Ref No: 2020/70b
- REQUIREMENTS** : A three year tertiary qualification in Office Administration or Financial Management/Financial Accounting or related qualification in Finance plus appropriate junior management experience in the finance and/or office management. Knowledge of relevant Public Service Regulation, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation

and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with Directors, Organisational and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated.

DUTIES : Prepare and consolidate financial reports on behalf of the CFO/DDG:CS; Act as formal channel of communication between office of the CFO/DDG:CS and other Departments and organisations; Compile briefing notes as well as other financial documentation to adequately prepare the CFO/DDG:CS for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the CFO/DDG:CS; Undertake research in the financial environment and inform CFO/DDG:CS of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent CFO/DDG:CS at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; Manage the flow of correspondences, documents and reports in the office of the CFO/DDG: CS; co-ordinate and organise office activities; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Compile monthly cash-flow and expenditure projections for office of the CFO/DDG:CS; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Co-ordinate and compile reports on behalf of the CFO/DDG:CS for submission to the Director-General, Ministry, governance structures and oversight bodies.

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1548
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 04 September 2020 at 16H00

POST 20/45 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2020/71**

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 : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications and relevant supply chain management experience at junior or middle management level. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management, willing to adapt work schedule in accordance with office requirements. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management) -;Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan an obtain approval; Manage the execution of the acquisition management plan; Monitor and review

the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process:- Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents, Manage the compilation of the list of prospective providers:- Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration:- Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr M Ntshani Tel No: (015) 291 6443
- APPLICATIONS** : 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 or Hand Deliver at 77 Hans van Rensburg Street, SANLAM Building, Polokwane, 0699
- FOR ATTENTION** : Mr N.J. Khotsa
- CLOSING DATE** : 04 September 2020 at 16H00
- POST 20/46** : **PRODUCTION ARCHITECT GRADE A REF NO: 2020/69**
Re-advertisement: People who applied previously are encouraged to re-apply
- SALARY** : R618 732 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).
- CENTRE** : Head-Office (Pretoria)
- REQUIREMENTS** : A B degree in Architecture or relevant qualifications. A 3 years post qualifications Architectural experience required. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory, Well developed project management-, analytical-, planning-, legal compliance, computer literacy-, interpersonal-, communication-, report writing- and presentation skills, a valid driving license, Effective use of CAD (AutoCAD, ArchiCAD and or Revit) as well as other software required to successfully completing your duties, Experience with GIS will be an added advantage, A proper developed knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government social services, the revitalization and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximization of state properties within urban and rural centers for optimum economic benefit. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage.
- DUTIES** : Analyze master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries, Take part in site analysis/ audit; approval and clearing of sites for development. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct development report. Drafting and mapping of concepts for Government Precinct plan using GIS and Computer Aided Design software. Prepare balanced, proper, efficient and effective development plans compliant with legislative requirements, town planning schemes and governmental corporate image and customs, Preparation of drawings, reports and presentations, Effectively translate client requirements into accommodation lists and translating into concept designs, Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts, Function as a team member and interact with appointed experts, local

authorities, clients and management. Provide professional and technical support to the implementation teams at Head and Regional offices.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406-1885

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

FOR ATTENTION : Ms NP Mudau

CLOSING DATE : 04 September 2020 at 16H00

POST 20/47 : **CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2020/72**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R316 791.per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or equivalent qualifications with proven technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standard. A driver's licence is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and installation. Inspect water meter readings. Effectively utilise water and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHSA and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

CLOSING DATE : 04 September 2020 at 16H00

POST 20/48 : **SENIOR STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2020/73**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum

CENTRE : Pretoria: Head Office

REQUIREMENTS : A three year tertiary qualification in Project/Property Budget Administration or equivalent. Knowledge and ability to operate the Works Control System (WCS). Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook).

DUTIES : Compile authorisations on the Works Control System (WCS). Compile submissions/letters for the approval of funds/additional funds to Client Departments. Advise Head Office project managers and PBA Regional Office units of responses received from Client Departments. Assist with monitoring of the Implementation programmes for forced tender dates, correct cash flow projections and expenditure vs allocation projections. Report shortages or surplus of funds to ASD: PBA

ENQUIRIES : Ms L van den Heever Tel No: (012) 406- 1136

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

FOR ATTENTION : Ms NP Mudau

CLOSING DATE : 04 September 2020 at 16H00

POST 20/49 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION REF NO: 2020/74 (X2 POSTS)**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Appropriate relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
<u>DUTIES</u>	: Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
<u>ENQUIRIES</u>	: Mr. Keaboka Magano/Mr. Vuyile Baliso Tel No: (012) 406 1034 / (012) 406 1540
<u>APPLICATIONS</u>	: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>CLOSING DATE</u>	: 04 September 2020 at 16H00
<u>POST 20/50</u>	: <u>IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2020/75</u> Re-Advertisement: Those who applied previously are encouraged to re-apply
<u>SALARY</u>	: R316 791 per annum
<u>CENTRE</u>	: Kimberly Regional Office
<u>REQUIREMENTS</u>	: A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver's licence.
<u>DUTIES</u>	: Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN

infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1286 /1395
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley
FOR ATTENTION : Ms D Mashapa
CLOSING DATE : 04 September 2020 at 16H00

POST 20/51 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2020/76**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R316 791 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical accompanied by proven technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr. B Dlabantu Tel No: (051) 408 7364
APPLICATIONS : 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
CLOSING DATE : 04 September 2020 at 16H00

POST 20/52 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2020/77**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R257 508 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' licence is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES : Ms J Setlhoke Tel No: (018) 386 5223

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

CLOSING DATE : 04 September 2020 at 16H00

POST 20/53 : **STATE ACCOUNTANT: FINANCE REF NO: 2020/78**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R257 508 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and appropriate experience in financial administration. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.

DUTIES : To process payments on various systems. To request reports, compile and capture journals and clearing of suspense accounts. To handle the efficient and effective budgeting process for finance-Sub Directorate. Ordering of stationery and perform stock taking. To develop and submit the budget analysis for section to Budget on monthly basis. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management. Administer petty cash, receive cash, issue receipts and bank cash. Attend to other related duties as delegated by management.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139

APPLICATIONS : (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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/54 : **WORKS MANAGER: MECHANICAL REF NO: 2020/79**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R208 584 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver`s license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

DUTIES : Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6097

APPLICATIONS : (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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/55 : **ADMINISTRATIVE CLERK: PROVISIONING REF NO: 2020/80**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R173 703 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : Senior certificate/Grade 12 with appropriate experience. Tertiary qualification in Provisioning or Public Administration will be added advantage. Interpersonal skills, hardworking, people orientated ability to work under pressure. Understand advance concepts, procurement policies, tender procedures, Logis literacy, financial systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skill: Organising, planning, report writing, problem solving, computer literacy, communication, general office management.

DUTIES : Capture request for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payment for good and services, authorize orders and payments and requests, receive and issue stock, ensure payment of suppliers, provide petty cash. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.

ENQUIRIES : Mr AT Matseke Tel No: (018) 386 5268
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile
CLOSING DATE : 04 September 2020 at 16H00

POST 20/56 : **ACCOUNTING CLERK: FINANCE CASHIER REF NO: 2020/81**
(Twelve Months Contract)
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 with appropriate experience in Accounting, Auditing or Financial Management. Knowledge and experience of government systems, BAS / SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS 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.

DUTIES : Receive monies on behalf of the State and issue receipts thereof. Perform daily balancing and complete deposit information. Perform daily banking of all monies collected. Access SAGE/BAS to capture receipts issued. Safeguard all receipt and deposit books. Ensure requests for receipt/deposit information are complied with within specified timeframes (audit and investigations). Ensure returned documents are filed in relevant sequence

ENQUIRIES : Mrs DC Mngoma, TelNo: (031) 3147018/ Mr N Gengiah, Tel No: (031) 3147014
APPLICATIONS : 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
CLOSING DATE : 04 September 2020 at 16H00

POST 20/57 : **ACCOUNTING CLERK: FINANCE DOCUMENT CONTROL REF NO: 2020/82**
(Twelve Months Contract)
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 with appropriate experience in Accounting or Auditing or Financial Management. Knowledge and experience of government systems, BAS / SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS 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.

DUTIES : Access SAGE/BAS to obtain payment numbers and update on each payment document. Stamp documents 'paid/processed. Create files to ensure paid/processed documents are safeguarded – filing according to expenditure item. Update Reapatala (Invoice Tracking System) with payment numbers of invoices already paid/processed. Record keeping. Ensure requests for documents (investigations; audit) are complied with within specified timeframes. Ensure returned documents are filed in relevant sequence

ENQUIRIES : Mrs DC Mngoma, Tel No: (031) 314701/ Mr N Gengiah, Tel No: (031) 3147014

APPLICATIONS : 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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/58 : **SENIOR ACCOUNTING CLERK: BATCH CONTROL REF NO 2020/83 (X2 POSTS)**

SALARY : R173 703 per annum

CENTRE : retoria Regional Office

REQUIREMENTS : A Senior Certificate with Accounting and Mathematics as passed subjects. Relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.

DUTIES : Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.

ENQUIRIES : Mr MJ Maluleke (Pta) Tel No: (012) 492 3189

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

CLOSING DATE : 04 September 2020 at 16H00

POST 20/59 : **CLEANERS: FACILITY MANAGEMENT REF NO: 2020/84 (X3 POSTS)**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R122 595 per annum

CENTRE : Mmabatho Regional Office
Pochefstroom (X1 Post)
Klerksdorp (X1 Post)
Rustenburg (X1 Post)

REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : leaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

CLOSING DATE : 04 September 2020 at 16H00

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 20/60</u>	:	<u>ADMINISTRATION CLERK REF NO: CS02/08/2020 (X1 POST)</u> Component: Organisational Development
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) (General Worker excluded), Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
<u>DUTIES</u>	:	Core Functions: Render administrative support functions, Administer logistical matters, Maintain leave records, registers and files. Answer and screen all incoming calls to the office of the Component Head. Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Component Head. Liaise with other components and Sections on matters relating to the Component Head. Receive and hosts visitors in the office. Serving refreshments to visitors during meetings. Arrange and book venues for the meetings in accordance with the number of people expected to attend. Maintain good record keeping, filing and bring forward system. Operate standard equipment (fax, photocopy machine, telephone, computers, etc).
<u>ENQUIRIES</u>	:	can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.
<u>APPLICATIONS</u>	:	Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
<u>NOTE</u>	:	Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The <u>If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. -Short-listed candidates</u> for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be

obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

CLOSING DATE : 04 September 2020 at 16h00

POST 20/61 : **SECRETARY (X2 POSTS)**

SALARY CENTRE : R173 703 per annum (Level 05)
: Head Office (Pretoria)
: Component: Organisational Development Ref No: CS03/08/2020
: Component: Programme & Project Management Ref No: CS04/08/2020

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) (General Worker excluded), Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Core Functions: To provide secretarial support functions to the Component Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Component Head. Liaise with other Components and Sections on matters relating to the Component Head's office. Maintain good recordkeeping, filing and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer etc.). Serving refreshment to visitors and during meetings. Manage office inventory.

ENQUIRIES : can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.

APPLICATIONS : Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

NOTE : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

CLOSING DATE : 04 September 2020 at 16h00

POST 20/62

: **GENERAL WORKERS**
Directorate for Priority Crime Investigation

SALARY CENTRE

: R102 534 per annum (Level 02)
: Directorate for Priority Crime Investigation (DPCI)
Ref No: DPCI/HO/38/2020: Head Office, Pretoria(X11 Posts)
Ref No: DPCI/EC/39/2020: Provincial Office: East London
Ref No: DPCI/EC/40/2020: SOCI: Port Elizabeth
Ref No: DPCI/EC/41/2020: SOCI: Queenstown
Ref No: DPCI/FS/42/2020: SOCI: Bethlehem, Phuthaditjhaba
Ref No: DPCI/FS/43/2020: SOCI: Bloemfontein
Ref No: DPCI/FS/44/2020: SCI: Bloemfontein
Ref No: DPCI/GP/45/2020: Pretoria, Gauteng (02 Posts)
Ref No: DPCI/GP/46/2020: Vaal Rand, Gauteng
Ref No: DPCI/GP/47/2020: SCCI: Johannesburg, Gauteng
Ref No: DPCI/KZN/48/2020: Provincial Office, Kwa-Zulu Natal
Ref No: DPCI/KZN/49/2020: SOCI: Pietermaritzburg, Kwa-Zulu Natal
Ref No: DPCI/KZN/50/2020: SCCI: Durban, Kwa-Zulu Natal
Ref No: DPCI/LIM/51/2020: SOCI: Polokwane, Limpopo
Ref No: DPCI/LIM/52/2020: SCCI: Polokwane, Limpopo
Ref No: DPCI/LIM/53/2020: SCI: Polokwane, Limpopo
Ref No: DPCI/MP/54/2020: SCCI: Middelburg, Mpumalanga
Ref No: DPCI/MP/55/2020: SOCI: Nelspruit, Mpumalanga
Ref No: DPCI/MP/56/2020: SCCI: Secunda, Mpumalanga
Ref No: DPCI/NC/57/2020: Provincial Office, Northern Cape
Ref No: DPCI/NC/58/2020: SCCI: Kimberley, Northern Cape
Ref No: DPCI/NC/59/2020: SOCI: Kimberley, Northern Cape
Ref No: DPCI/WC/60/2020: George, Western Cape
Ref No: DPCI/WC/61/2020: Bellville, Western Cape (X2 Posts)

REQUIREMENTS

: Applicants must display competency in the post-specific functions of the post; Be a South African Citizen; A minimum of Grade 10/ Std 8 qualification will serve as an advantage; Basic literacy, numeracy and communication skills Be able to read and write. The ability to operate elementary machines and equipment Willing to work extended hours, when necessary; Fluency in at least two official languages, of which one must be English; Must have no previous convictions or cases pending. Applicant will be subjected to a vetting process which include security screening and fingerprint verification*willing to work irregular hours.

DUTIES

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

APPLICATIONS

: Applications form must be hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre which the ref. number are allocated to):
Head Office (DPCI/SMS/38/2020 X11 posts) 1 Cresswell Avenue, Promat Building Silverton Enquiries Colonel MB Monyela and Lt Colonel JH Klopper Tel: (012) 846 4211/4067. Applications may also be submitted electronically via email: MonyelaM@saps.gov.za (for DPCI-Head Office posts only).
Eastern Cape (DPCI/SMS/39/2020 to DPCI/SMS/41/2020) Cnr Buxton and Oxford Street, Old Allied Building, East London Enquiries Lt Col Hastings/ Capt Batyi Tel No: (043) 709 0524/0527/0525. Applications may also be submitted electronically via email: BatyiN@saps.gov.za (for DPCI-Eastern Cape posts only).
Free State (DPCI/SMS/42/2020 to DPCI/SMS/44/2020) 46 Charlotte Maxeke Street, Ground floor, Absa building [DPCI HRM personnel] Bloemfontein Enquiries Lt Col Zenzile/Capt Shuping Tel No: (051) 503 2753. Applications may also be submitted electronically via email: dpci.staff.officer@saps.gov.za (for DPCI-Free State posts only).
Gauteng (DPCI/SMS/45/2020 to DPCI/SMS/47/2020) 165 Meyer Street, Benmare Building, Germiston Enquiries Lt Col V Mashakane/Capt Maswabi Tel No: (011) 776 5527/5305/5542. Applications may also be submitted

electronically via email: MakhobaXLZ@saps.gov.za (for DPCI-Gauteng posts only).

Kwa-Zulu Natal (DPCI/SMS/48/2020 to DPCI/SMS/50/2020) 15 Bram Fischer Road Servamus Building Durban Enquiries Lieutenant Colonel Sonnekus/ Capt Moodley Tel No: (031) 325 6105/6120. Applications may also be submitted electronically via email: Sonnekusa@saps.gov.za (for Kwa-Zulu Natal posts only).

Limpopo (DPCI/SMS/51/2020 to DPCI/SMS/53/2020) Hans van Rensburg Street 106 Empire Place, Suite 02 Polokwane Enquiries Lieutenant Colonel Seabi/ Capt Seabi Tel: (015) 283 8117 & (015) 293 7235 / 7236. Applications may also be submitted electronically via email: SeabiMJ2@saps.gov.za (for DPCI-Limpopo posts only).

Mpumalanga (DPCI/SMS/54/2020 to DPCI/SMS/56/2020) 17 Henshall Street, Stats House Nelspruit Enquiries Lt Colonel Mapyane/ PPO NS Kanya Tel: (013) 759 1366/1376. Applications may also be submitted electronically via email: MapyaneN@saps.gov.za (for DPCI-Mpumalanga posts only).

Northern Cape (DPCI/SMS/57/2020 to DPCI/SMS/59/2020) 27 Stockdale, De-Beerse Building (Cheapside) Kimberley Enquiries Lieutenant Colonel Bosman/ Capt Damons Tel No: (053) 836 7015/7005/7004. Applications may also be submitted electronically via email: ncdpci.bosman@saps.gov.za (for DPCI-Northern Cape posts only).

Western Cape (DPCI/SMS/60/2020 to DPCI/SMS/61/2020) 4th Floor AJ West Street Old SARS Building Bellville Enquiries Lt Col Mngqaneni/Capt A Xhego Tel No: (021) 918 3486/3308. Applications may also be submitted electronically via email: wcdpci.supporthead@saps.gov.za (for DPCI-Western Cape posts)

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form as well as copies of an applicant's ID and all educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

CLOSING DATE

: 04 September 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

POST 20/63

: **GENERAL WORKERS**
Division Visible Policing

SALARY CENTRE

: R102 534 per annum (Level 02)
: Ref No: VP E2/2020: Rapid Rail: Gauteng North Kempton Park Corridor (X2 Posts)
Ref No: VP E3/2020 Rapid Rail: Gauteng South: Krugersdorp Corridor (X1 Posts)
Ref No: VP E4/2020 Rapid Rail: Gauteng South: Mainline Cross Border and Freight (X1 Post)

Ref No: VP E5/2020 Rapid Rail: KwaZulu-Natal: Kwa-Mashu Corridor and Mainline Corridor (X1 Post)

Ref No: VP E6/2020 Rapid Rail: Western Cape; Cape Town Corridor and Mainline Corridor (X2 Posts)

Ref No: VP E7/2020 Rapid Rail: Western Cape: Bellville Corridor and Cross Border Freight (X2 Posts)

Ref No: VP E8/2020M Rapid Rail: Western Cape: Operational Room: (Cape Town) (X1 Post)

Ref No: VP E9/2020 Veterinarian Services: Roodeplaats (X2 Posts)

Ref No: VP E10/2020 K9 Deployments: Roodeplaats (X1 Post)

Ref No: VP E11/2020 K9 Deployments: Atteridgeville (X1 Post)

Ref No: VP E12/2020 Firearms, Liquor and Second Hands Goods: Pretoria (X4 Posts)

REQUIREMENTS

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

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils Additional requirements applicable for the posts of K9 Units-must not be allergic to dust/animals/grass.

APPLICATIONS

: Please forward your application, quoting the relevant reference number to:
Gauteng (Silverton) Ref No: VP E1/2020, Rapid Rail Police Gauteng North, Yankee Base3 Leeubekkie Street, Silverton, 0184, Enquiries: Lt Col Swarts / Capt Vos, Tel No: 012 844 8428, E-mail addresses: SwartsEssie@saps.gov.za and VosC@saps.gov.za
Gauteng (Kempton Park): Ref No: VP E2/2020: Railway Station Kempton Park, 114 Pretoria Road, Kempton Park, Enquiries: Lt Col Swarts / Capt Vos, Tel No: (012) 844 8428, E-mail addresses: SwartsEssie@saps.gov.za and VosC@saps.gov.za
Gauteng (Johannesburg) Ref No: VP E3/2020 and Ref No: VP E4/2020: Tippet Building, 96 Rissik Street, Johannesburg, Enquiries: Sgt Shipalana, Tel No: (011) 220 5677, E-mail addresses: MakoJ@saps.gov.za and ShangeE@saps.gov.za
Kwazulu-Natal (Durban) Ref No: VP E5/2020: Rapid Rail Police:KwaZulu-Natal: Suite 220 Durban Railway Station 65 Masabalala Yengwa Ave, Durban, Enquires: SPO NC Mthembu, Tel No: (031)319 5200/ 082 778 2810. E-mail addresses:MadondaNC@saps.gov.za and GumedeRalph@saps.gov.za
Western Cape (Cape Town) Ref No: VP E6/2020, Ref No: VP E7/2020 and Ref: VP E8/2020: Pinelands SAPS Barracks1 Wattlegrove Road Pinelands, Enquiries: Lt Col Groenewald/Capt Mahlombe, Tel No: (021) 506 8313/021 506 8331, E-mail addresses: GroenewaldC2@saps.gov.za and rrp.wc.hrm.ssehead@saps.gov.za
Gauteng (Roodeplaats) Ref No: VP E9/2020, Ref No: VP E10/2020 and Ref: VP E11/2020, 540 Pretorius Street, Arcadia, Enquiries: Lt Col Rafapa/ Capt Ntshangase, Tel No: (012) 808 8657/ 012 808 8684, E-mail address: RafapaMP@saps.gov.za and NtshangaseC2@saps.gov.za
Gauteng (Pretoria) Ref No: VP E12/2020, 275 Volk Stem Avenue, Veritas building, Pretoria, Enquiries: Col Erasmus/ Capt Schoeman Tel No: (012) 353 6109/012 353 6033, E-mail address: Erasmus@saps.gov.za and SchoemanMichelle@saps.gov.za only)

NOTE

: Applications are hereby invited from suitably and qualified person to apply for the following post. Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously will no longer be accepted. All instructions on the application forms be adhered to, failure to do so may result in the rejection of the application. Clear indication of the post and reference number that is being applied for must be indicated

on your z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof. The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion /appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications. We welcome applications from persons with disabilities.

- CLOSING DATE** : 04 September 2020 at 16:00
- POST 20/64** : **GENERAL WORKER REF NO: CS05/08/2020 (X1 POST)**
Component: Office of the Deputy National Commissioner: Corporate Services
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Additional post requirements A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
- DUTIES** : Core Functions: Maintaining of high level of hygiene in and around the SAPS premises where routine tasks are to be performed, which may include either inner or outer parameters. Performing routine tasks such as dusting, polishing furniture and floors, removing refuse bags. Mopping of all tiled flooring. Cleaning bathrooms and kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials. Wearing of stipulated work wear. Making tea for meetings, catering for meetings. Delivering and picking up documents.
- ENQUIRIES** : can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.
- APPLICATIONS** : Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The _If a candidate is short-listed, it can be

expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

CLOSING DATE

:

04 September 2020 at 16h00

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : Applications may be submitted as follows: Hand delivery: The Director: Human Resource Management, Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria or The Director: Human Resource Management, Department of Sport, Arts and Culture, 66 Regent Place, cnr Madiba and Queen Streets, Pretoria, Electronic submission: recruitment@dsac.gov.za (preferred method)
- CLOSING DATE** : 09 September 2020 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government Department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and originally certified copies of the applicant's ID, Drivers licence (where required) and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. All candidates must be South African Citizens or Permanent Residents. Correspondence will be limited to successful candidates only. Short-listed candidates must avail themselves for an interview on a date, time at the venue to be determined by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effect from 01 April 2020. According to the directive, the new requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> this is applicable to previously advertised positions 01/03/2020 to 04/03/2020. If the required documents were not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate. Disclaimer Dduring COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to the email address provided above. Please quote the reference number in the heading/ subject line. Try to minimise posting or hand deliveries. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Applications without the correct reference number will be deemed a regret. Ensure that you sign your Z83 before you scan it. A Z83 not signed, will

be deemed a regret. Only send documents related to the requirements in the advert. A separate email must be sent for each application. Failure to do so, will lead to disqualification.

MANAGEMENT ECHELON

POST 20/65 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 01/08/2020**

SALARY : R1 521 591 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria

: An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA, 8-10 years of experience at a senior managerial level Extensive knowledge and understanding of the PFMA and good understanding of the Public Service Regulatory Framework Experience and ability to work in cross-functional projects/teams Excellent coordination and project management skills Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES : As Head of the Branch: Corporate Services, the incumbent of this position will be responsible to provide effective and well-coordinated corporate services to the Department Ensure and oversee that all Chief Directorates and Directorates reporting under Corporate Services provides adequate support to the Department in line with its mandate, vision and mission Lead and manage the following Chief Directorates and Directorates: Communication Management, Legal Services, Security and Work Environment, Human Resources Management, Government Information and Communication Technology Management, International Cooperation and Donor Coordination, Entities Management, Strategic Management and Planning Develop and implement various strategies and policies to improve service delivery within and outside the department, including capacity of the organisation to cope with change Co-ordinates the planning and implementation of strategies and policies aimed at improving service delivery Plan and report to various stakeholders including parliament, audit and risk Committees Co-ordinates and reports on all Branch's programmes and projects. Develop Business and Strategic Plans for the Branch Ensures that structures and governance processes are in place and aligned to achieve the strategic objectives of the Department Strongly lead line managers in spearheading restructuring and change management process of the Department Ensure compliance of the Branch and the Department at large with general Government regulatory legislation and framework applicable to the work of the Chief Directorate and Directorates reporting under the Branch: Corporate Services Develops and maintain effective monitoring systems and mechanisms.

ENQUIRIES : Post-related: Ms V Mahlangu Tel No: (012) 441 1021 General: Mr D Mabulane Tel No: (012) 304 5123

POST 20/66 : **DIRECTOR: COMMUNITY SPORT DEVELOPMENT REF NO: 01/03/2020**
(Previously Advertised As Director: Community Recreation)

This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE REQUIREMENTS : Pretoria

: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry

practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professionals with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES

: Manage the Directorate Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery Manage and monitor own directorate's expenditure Provides strategic leadership pertaining to the development and implementation of best practices, policies, procedures and systems to enhance delivery of mass participation projects funded through the conditional grant. Strategically facilitates, gives guidance, monitors and evaluates the implementation of community sport, active recreation, community outreach projects and projects funded through the conditional grant Scan the sporting, political and social environment to keep abreast of new developments Identify strategic and operational risks and finalize strategies to mitigate risks. Identify threats and possible opportunities; identify when changes/adaptation of existing processes and systems are required Collaborate with strategic partners and stakeholders to deliver on Sport and Recreation programmes and projects Advise stakeholders, DSAC ministry and management on sport and recreation related issues Provide strategic leadership pertaining to programmes and coordinate and integrate programmes to increase the number of participants in sport and recreation activities Monitor existing mass participation programmes Ensure proper recordkeeping.

ENQUIRIES

: Post-related: Ms I Masisi Tel No: (012) 304 5204 General: Mr D Mabulane Tel No: (012) 304 5123

POST 20/67

: **DIRECTOR: SPORT SUPPORT AND FEDERATION COORDINATION REF NO: 02/03/2020**

(Previously Advertised As Director: Sport Support Services)

This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.

SALARY

: R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES

: Manage the Directorate Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline and ongoing coaching Ensure that the transfer of best practices occurs within the department focusing on commitment, team building, role modeling and attitude/behaviour change. Manage and monitor own directorate's expenditure Ensure that office equipment and stationery are maintained within the office and that equipment

is used correctly Ensure repair and maintenance is conducted on office infrastructure as and when need arises Responsible for the supervision, training, mentoring, evaluations, feedback, discipline and ongoing coaching and development of all sub-ordinates Provide strategic leadership pertaining to programmes to support sport and recreation structures Keep abreast with international best practices with regards to support of sports and recreation structures Manage the development and maintenance of a framework to support sport and recreation structures Manage the development and implementation of interventions to increase, improve and maintain support of sport and recreation structures Manage the development of delivery mechanisms to increase, improve and maintain the support of sport and recreation structures Oversee the management of the monitoring of support to sport and recreation structures Oversee regular reporting on status and progress Develop the strategic vision of the Directorate Ensure integrated support to sport and recreation structures Liaise between Departments and Directorates within DSAC in order to ensure an integrated approach to support of sport and recreational structures Ensure integration of service delivery / planning Monitor existing support of sport and recreation structures Advise stakeholders, DSAC Ministry and Management on sport and recreation related issues Advise DSAC management on client support related issues, including other relevant policies and legislation. Communicate the Directorate's strategic vision.

ENQUIRIES : Post-related: Mr S Mncube Tel No: (012) 304 5173 General: Mr D Mabulane, Tel No: (012) 304 5123

POST 20/68 : **DIRECTOR: ATHLETE, COACH AND TECHNICAL OFFICIATING SERVICES REF NO: 03/03/2020**

This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Sport Science/ Administration. coupled with five (5) years appropriate experience at a middle/ senior management level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Shortlisted candidates will also be expected to undertake a pre-entry practical exercise on the technical or generic requirements of the post and a Competency Assessment to assess suitability and to identify developmental gaps Candidates must furthermore be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities Extensive experience in the sport and recreation environment Good communication, managerial, organizational and writing skills Strong negotiation and interpersonal skills Ability to interact at a high level Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES : Manage the development and maintenance of policy, systems, norms and standards for the provisioning of support to targeted athletes, coaches and officiating officials Develop programmes to support national federations with the scientific development of targeted athletes and coaches Manage processes to monitor, evaluate and report on compliance with policy, systems, norms and standards for the provisioning of support to targeted athletes, coaches and officiating officials as well as targeted support programmes Liaise with sport entities, school sport, community club units and sport service providers to ensure an integrated approach towards the development of targeted athletes, coaches and officiating officials Liaise with South African Institute for Drug-free Sport (SAIDS). Ensure compliance to World Anti-Doping Agency (WADA) Code Advise stakeholders, SRSA Ministry and Management on sport and recreation related issues Ensure the effective and efficient utilisation of resources allocated to the Unit including, human, financial and other resources Oversee the Directorate's budget and resources in accordance

- with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.
- ENQUIRIES** : Post-related: Mr S Mncube Tel No: (012) 304 5173 General: Mr D Mabulane Tel No: (012) 304 5123
- POST 20/69** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 04/03/2020**
This is a re-advertisement. Previous applicants need not re-apply. If the SMS pre-entry certificate was not initially submitted, applicants are encouraged to re-submit the entire application accompanied by the pre-entry certificate.
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant undergraduate qualification (NQF 7) in the Built-Environment coupled with 5 years of appropriate experience at a middle/ senior management level in the Public Sector Management, and/or related management experience, in the delivery and oversight of infrastructure programmes. A multi-skilled, dynamic, self-motivated professional with well-developed, proven leadership and management abilities Thorough knowledge of the sporting environment in South Africa will be an added advantage Excellent managerial, organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level Must be in possession of a Code 08 driver's licence and be willing to travel extensively and work irregular hours and over weekends Professional registration with a relevant Professional Council in South Africa will be desirable Computer Literacy Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.
- DUTIES** : Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan (IPMP), Construction Procurement Strategy and Infrastructure Programme Implementation Plan (IPIP) Oversight of Capital and Scheduled Maintenance Project Implementation Manage leases and utilities Institutional support to the identified Sport and Recreation Facilities where infrastructure projects are implemented and where changes in the operational sport and recreation systems are required Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Manage Human Resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound Labour Relations.
- ENQUIRIES** : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Mr D Mabulane Tel No: (012) 304 5123
- POST 20/70** : **DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: 06/08/2020**
- SALARY** : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate, recognised B-degree or equivalent qualification (NQF7) with Language OR Information Technology OR Human Language Technologies as a major Background in software development is recommended. Minimum of five years (5) proven experience in HLT or a related field. Project management plus 5 years middle/ senior management experience. Good understanding of the South African language scenario.
- DUTIES** : Securing the continuation of the National Centre for HLT (NCHLT) through: facilitating, coordinating and monitoring all NCHLT Text and Speech development projects Ensuring that proofs of outputs are captured and made available to Internal Audit for verification Facilitating the development of HLT

applications that: demonstrate the potential of HLT to improve public service delivery and promote access to information and services in the citizens' official languages of choice Marketing and popularising the concept of the HLT industry Deployment of HLT applications in government structures Monitoring global HLT scene to update local strategies Driving the process of locating HLT within broader Information Society Supervising staff and overseeing proper management of all content related to HLT projects Overseeing safe archiving of HLT content according to formalised content management system for immediate availability Liaise and manage stakeholders in the language and HLT industry.

ENQUIRIES : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Mr D Mabulane Tel No: (012) 304 5123

OTHER POSTS

POST 20/71 : **CONSTRUCTION PROJECT MANAGER GRADE B REF NO: 06/03/2020**
This is a re-advertisement. Previous applicants need not re-apply.

SALARY : R809 631 - R872 220 per annum (salary notch will be determined in accordance with experience, as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)

CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree or National Diploma in the Built Environment (NQF 6) coupled with 3 years post qualification experience in the Built environment Compulsory registration as a Professional Construction Project Manager with the SA Council for the Project and Construction Management Professions (SACPMP) or as an Engineering Technologist (ECSA) A multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy and MS Projects Knowledge of local government infrastructure development programmes and policies.

DUTIES : Manage and co-ordinate all aspects of projects Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology Create and execute project work plans and revise as appropriate to meet changing needs and requirements Identify resources needed and assign individual responsibilities Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects Project accounting and financial management Report project progress to the Infrastructure Manager Manage project budget and resources Provide inputs to other professionals with tender administration Maintain the record management system and the architectural library Keep up with new technologies and procedures Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

ENQUIRIES : Post-related: Mr L Mogoera Tel No: (012) 304 5294

POST 20/72 : **DEPUTY DIRECTOR: BOOKS AND PUBLISHING REF NO: 07/08/2020**

SALARY : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE : Pretoria
REQUIREMENTS : A three-year degree or National Diploma (NQF 6) in African Literature/Publishing or equivalent relevant qualification, a postgraduate degree will be an added advantage, 3 – 5 years' relevant experience in a literary environment or in the books or publishing industry in a position such as senior researcher, policy analyst, senior writer, editor of literary works, publisher, etc; understanding and knowledge of South African publishing industry and cultural policy, Knowledge of cultural and creative industries, knowledge and understanding of copyright legislation and authors' rights, understanding of South African Literature, proven track record of organising literary events involving authors and publishing stakeholders; sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project

- management, problem solving and analysis, analytical and creative thinker, research skills, computer literate.
- DUTIES** : The incumbent will be responsible for the following: Develop, implement and monitor a National Book policy and developmental framework for the books and publishing sector, including funding model. Conduct research on digitisation of publishing. Engage stakeholders such as writers, editors, illustrators, book sellers, publishers, paper manufacturers, etc. Manage and coordinate book exhibitions and colloquia. Establish accurate and reliable book industry data for the development of the book sector in South Africa. Provide strategic platforms for the promotion of literacy and critical reading in South Africa. Establish publishing projects to assist emergent writers with special focus of developing indigenous languages. Encourage and commission texts that tell the South African story. Monitor and evaluate projects that promote reading and writing in South Africa.
- ENQUIRIES** : Post-related: Ms L Combrinck Tel No: (012) 441 3144 General: Ms S Botha Tel No: (012) 441 3646
- POST 20/73** : **DEPUTY DIRECTOR: RISK MANAGEMENT, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: 08/08/2020**
- SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).
- CENTRE REQUIREMENTS** : Pretoria
Candidates must have as a minimum qualification a Bachelor's degree or equivalent qualification (NQF 6) in Commerce/Risk Management with at least 5 years relevant experience of which 2 years must be at supervisory level Candidates must also be a member of a relevant registered professional body [Institute of Risk Management South Africa/Compliance Institute of South Africa Certification as a Risk Practitioner/Professional; Compliance Practitioner/Professional or Certification in Project Management will be an added advantage Knowledge of the Generally Accepted Compliance Practices Knowledge of the Public Finance Management Act, Public Sector Risk Management Framework Practical application of Compliance standards and principles Knowledge of Risk Management software Good communication, managerial, analytical and writing skills, with the ability to interact at high-profile levels Must be a South African citizenship or a Permanent Resident Must be in possession of a South African Code 8 driver's licence and willingness to travel. Perform under pressure.
- DUTIES** : Develop and review the Compliance risk management framework including strategies, systems (methodologies, models etc.) and policies Develop and update the Regulatory universe Develop and update the annual Compliance Risk Management Plan Implement various risk management activities within the Department Develop Ethics and Integrity Strategy, policies and provide Secretariat Services to the internal Ethics and Integrity Committee Develop Annual Ethics and Integrity Programmes such as Fraud Awareness and Conflict of Interest Communicate and consult on risk management activities to various stakeholders Facilitate the institutionalisation of Compliance and Ethics Risk management Monitor, evaluate and improve the effectiveness and efficiency of Compliance Risk Management framework and practices Manage subordinates.
- ENQUIRIES** : Post-related: Ms B Spencer Tel No: (012) 441 3097 General: Ms J Boonzaaier Tel No: (012) 304 5007
- POST 20/74** : **DEPUTY DIRECTOR: PERFORMING ARTS: THEATRE AND DANCE REF NO: 09/08/2020**
- SALARY** : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines).
- CENTRE REQUIREMENTS** : Pretoria
An appropriate recognised 3 year Degree/National Diploma (NQF 6) in one of the Performing Arts genres or equivalent qualification. 3 – 5 years relevant experience in the performing arts and festivals. Understanding on how the arts, performing arts – Theatre and Dance can impact on social-economic

development. Knowledge of the PFMA and budgeting procedures. Project management and research skills. Strong work ethos combined with flexibility and creativity. Understanding of legal procedures. Knowledge of the arts funding environment in South Africa. Knowledge of the relevant policies, acts and regulations. Understanding of the arts and culture sector. Knowledge of administrative processes and procedures. Good planning and organising skills Good verbal and written communication skills. Good interpersonal and negotiation skills. Problem solving skills. Computer literacy.

DUTIES : To develop, promote and sustain Performing Arts sectors. Develop policies and strategies for Performing Arts sector: Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation to Performing Arts – Theatre and Dance. Develop and manage the implementation of database for Performing Arts Practitioners – Theatre and Dance. Supervise and mentor sub-ordinates.

ENQUIRIES : Post-related: Ms N Sekhabi Tel No: (012) 441 3072 General: Ms S Botha Tel No: (012) 441 3646

POST 20/75 : **CANDIDATE QUANTITY SURVEYOR REF NO: 07/03/2020**
This is a re-advertisement. Previous applicants need not re-apply.

SALARY : R535 563 - R568 443 per annum (salary notch will be determined in accordance with experience, as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations).

CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree or National Diploma in Quantity Surveying (NQF 6) coupled with 3 years post qualification experience in Quantity Surveying Compulsory registration with the SA Council for the Quantity Surveying Profession (SACQSP) as a candidate Quantity Surveyor A multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

DUTIES : Provide support in surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety Examine applications on new and existing technologies Perform surveys of a varied nature Develop cost effective solutions according to standards Provide support to Professional Surveyors and associates in field and workshop Render support in the evaluation plans, existing technical manuals, standard drawings and procedures to incorporate new technology Promote safety in line with statutory and regulatory requirements Keep up with new technologies and procedures; Research/literature studies on survey technology to improve expertise; Liaise with relevant bodies/councils on survey-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES : Post-related: Mr L Mogoera, Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

POST 20/76 : **ASSISTANT DIRECTOR: WINDOWS SYSTEMS ADMINISTRATOR REF NO: 02/08/2020**

SALARY : R376 596.per annum

CENTRE : Pretoria
REQUIREMENTS : Three year National Diploma/Degree (NQF 6) in ICT or Windows Certification (MCSE/MCSA) coupled with 2-3 years relevant experience in Windows 2003/2008 Server environment, ICT network management, Server Administration ,Configuration and deployment of Windows, systems Back-up and recovery functions and technologies Project management ICT Research, Knowledge of working in virtualization infrastructure and virtualized systems (VMWare) Advanced knowledge of Active Directory 2008 as well Microsoft Exchange Server 2010 Advanced desktop/LAN support Firewalls and proxies MsSQL experience Good communication and interpersonal relations Problem solving skills.

DUTIES : Plan, co-ordinate, install, configure and manage all Windows Systems and Servers Implement policies on Active Directory Maintain the Active Directory and ensure proper account management Maintain Microsoft Exchange and

ensure availability of emails through all various channels and devices Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems Infrastructure planning and systems provisioning in a Windows environment Maintain the DAC virtual server infrastructure Assist in the development and implementation of policies and procedures for Windows administration Monitor and control infrastructure performance Perform backup and recovery services Perform advanced LAN/Desktop support Supervision of the ICT Service Desk function as well as IT Technicians.

ENQUIRIES : Post-related: Mr S Phala Tel No: (012) 441 3738 General: Ms S Botha Tel No: (012) 441 3646

POST 20/77 : **ASSISTANT DIRECTOR: LINUX SYSTEMS ADMINISTRATOR REF NO: 03/08/2020**

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : Three year National Diploma/Degree (NQF 6) in ICT or Certification in Linux (LPI) 2-3 years relevant experience in Red Hat Linux services and operating systems ICT network management Server Administration Configuration and deployment of Linux systems Knowledge of back-up and recovery Project management ICT Research Working knowledge of DHCP, DNS, SMTP, FTP, HTTP, Apache, Web Server and MySQL Understanding of virtualization infrastructure and virtualized systems Firewalls and proxies Good communication and interpersonal relations Problem solving Analytical and creative skills Computer literacy.

DUTIES : Maintenance of all Linux servers and Linux based applications Configuration and deployment of Linux Servers and systems Provisioning of Servers and storage space on a virtual environment Networking in a Linux environment System administration and monitoring Planning, deployment and maintenance of network infrastructure Configuration and maintenance of network switches, Wi-Fi controllers and Wi-Fi access points Maintenance of connectivity links and data lines.

ENQUIRIES : Post-related: Mr S Phala Tel No: (012) 441 3738 General: Ms S Botha Tel No: (012) 441 3646

POST 20/78 : **CHIEF LANGUAGE PRACTITIONER: FOREIGN LANGUAGES (TRANSLATOR: FRENCH AND PORTUGUESE/SPANISH INTO ENGLISH) REF NO: 04/08/2020**

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate, recognised Bachelor's degree with French, Portuguese/Spanish or Translation as a major subject. 3-5 years' proven French and Portuguese/Spanish translation experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional requirements: successful completion of a departmental French and Portuguese/Spanish into English translation test.

DUTIES : Translate official documents from French and Portuguese/Spanish into English. Do quality control of in-house and outsourced documents translated from the relevant languages. Do administrative work for in-house and outsourced documents. Liaise with clients, freelance translators and departmental staff. Give advice to clients on language matters. Supervise and report on subordinates and Foreign Languages Section. Perform other activities related to the office when required.

ENQUIRIES : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Ms S Botha Tel No: (012) 441 3646

POST 20/79 : **CHIEF LANGUAGE PRACTITIONER: SESOTHO REF NO: 05/08/2020**

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate, recognised Bachelor's degree with Sesotho or Translation or Linguistics as a major subject. 3-5 years' proven Sesotho translation and

editing experience and/or experience of working with and in Sesotho language. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional requirements: successful completion of a departmental Sesotho translation and editing test.

DUTIES : Translate official documents from English into Sesotho and vice versa. Edit official documents in Sesotho. Liaise with clients, freelance translators, departmental staff and other stakeholders. Give advice on language matters. Do research to obtain information about work, and consult on translation issues. Coin and record new terms. Do quality control of translated documents. Do administrative work. Supervise staff and perform activities related to supervision and the office when required.

ENQUIRIES : Post-related: Ms M Gaffane Tel No: (012) 441 3256 General: Ms J Boonzaaier Tel No: (012) 304 5007

POST 20/80 : **COMPLIANCE AND ENFORCEMENT OFFICER REF NO: 09/03/2020**
This is a re-advertisement. Previous applicants need not re-apply

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS :

A Bachelor's degree or National Diploma (NQF 6) in the Built Environment coupled with 3-5 years' experience in the field of Infrastructure Support, Management and Delivery Multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

DUTIES : Research, investigation and analyses of infrastructure, with particular emphasis on sport infrastructures Perform site inspections of the sport and recreation infrastructure projects Ensure compliance to sport and recreation infrastructure norms and standards Ensure compliance to the applicable design guidelines and building standards Drafting of detailed site reports and recommend remedial actions Assisting SRSA's Directorate: Legal Services in preparation for cases and providing testimony at administrative hearings Draft, implement and maintain policies to address compliance

ENQUIRIES : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

POST 20/81 : **CHIEF WORKS INSPECTOR REF NO: 08/03/2020 (X2 POSTS)**
This is a re-advertisement. Previous applicants need not re-apply.

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS :

A Bachelor's degree or National Diploma (NQF 6) in the Built Environment coupled with 3-5 years' experience in the field of Infrastructure Support, Management and Delivery Multi-skilled, dynamic, self-motivated professional Knowledge of the sporting environment in South Africa would be an added advantage Excellent organizational and writing skills Strong negotiation and interpersonal skills The ability to interact at a high level A Code 08 driver's license and willingness to travel Computer Literacy.

DUTIES : Ensure that the structural, mechanical and electro-technical aspects of building constructions are carried out in accordance with plans, specifications and to the required standards Enforcing the laws and regulations relating to design, construction and building procedures Ensuring compliance with specifications for construction, assembly and installation of components and products in the construction Carry out site inspections, prepare reports and make recommendations Prepare cost estimates Draw up specifications and lists of materials for new works, as well as for building repairs, refurbishment and extensions Progress reports and addressing the issue of payments to contractors and/or sub-contractors Inspect jobs on completion and test the completed buildings or installations for compliance with the relevant specifications.

ENQUIRIES : Post-related: Mr L Mogoera Tel No: (012) 304 5294 General: Ms S Botha Tel No: (012) 441 3646

POST 20/82 : **AUDIT COMMITTEE MEMBERS- REF NO: 10/08/2020 (X3 POSTS)**
: (Term Of Office: 3 Year Contracts)

SALARY : Remuneration will be in line with the requirements of the Treasury Regulations – TR 20.2.3

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate three-year relevant degree or equivalent qualification (NQF 6); A higher qualification and evidence as a member in good standing to a relevant regulatory body will be an added advantage in any of the following fields: Information Technology/Legal/Social Sciences/Risk Management/Accounting and Auditing Applicants should have more than ten (10) years management experience Expertise gained from either or a combination of the following fields, preferably in the public sector: Internal and External Audit Accounting Risk Management Financial Management Information Technology Knowledge of Information Technology Governance Legal and compliance Project Management Excellent communication skills (verbal and written) Extensive leadership and experience in serving on an audit committee, but not a political office bearer Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or a retired professionals Applicants may not be in the employment of the department , and must have no business or personal relationships with the Department Knowledge of the Sport, Arts and Culture sector will serve as an advantage Knowledge of the Public Finance Management Act and Treasury Regulations , and other relevant legislations/policies/governance best practices Successful candidates will be required to enter into a contact with the Department.

DUTIES : The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to its approved charter. The roles and responsibilities of the Audit Committee are clearly defined in the approved charter The Audit Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective ,efficient and transparent systems of financial ,risk management, governance and internal control The committee will amongst others ,review the effectiveness of the Internal Audit activity and provide direction, review the work of external auditors; the Departments financial statements and performance information; and monitor compliance with legislation Assist the Accounting Officer in the effective execution of his /her responsibilities by reporting and making recommendations to the Accounting Officer.

ENQUIRIES : Post-related: Mr MH Seroka Tel No: (012) 304 5138 or Tel No: (012) 441 3079
General: Ms S Botha Tel No: (012) 441 3646

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 04 September 2020 at 16:30 (Late applications will not be considered)
- NOTE** : E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV with a font size of 10 and Arial theme font, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where necessary. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day on the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

MANAGEMENT ECHELON

- POST 20/83** : **DEPUTY DIRECTOR GENERAL: TOURISM SECTOR SUPPORT SERVICES REF NO: DT21/2020**
- SALARY** : R1 521 591 per annum (Level 15) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised post graduate qualification (NQF8) plus proven strategic management and leadership skills, 8-10 years' experience at a senior managerial level. Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of tourism policies and procedures. Knowledge of public service and departmental procedures and prescripts. Good understanding of strategic planning, policy development, monitoring and evaluation finance/budgeting, Human resource, planning and management, project management, government systems, stakeholder management and contract management. Computer Literacy. Possession of a valid driver's licence and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
- DUTIES** : Reporting to the Director-General, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Branch, Ensure the creation of an enabling environment for tourism enterprises to grow and contribute to job creation and the competitiveness of the destination through the provision of business support services and tools; Ensure the implementation of programmes aimed at empowerment of marginalised enterprises and individuals to promote inclusive growth of the Sector; Facilitate sector transformation on tourism B-BBEE codes; Integrate BBBEE implementation across all business units within the Department of Tourism and SAT; ensure the identification and implementation of interventions aimed at inculcating a culture of travel in the domestic market and make tourism experiences more accessible; provide expert advice in the

development of policy and regulations to support the growth of domestic tourism; ensure the implementation of prioritised programmes that present opportunities for training and development for the growth of the sector; coordinate efficient management of Tourism Sector HRD governance by facilitating appropriate governance of Tourism Sector HRD through institutional arrangements and implementing advocacy and awareness capacity building initiatives; ensure the diversification and enhancement of tourism offerings in order to increase South Africa's global tourism competitiveness; oversee the establishment of capital and non-capital tourism incentives to promote and encourage tourism development and growth; ensure the implementation of initiatives that continuously enhance/improve the visitor experience in South Africa (VICs); manage the implementation of the Intergovernmental Relations Framework including the implementation of the Districts Development Model for Tourism; and formulate and manage the component's resources against its strategic objectives.

ENQUIRIES

: Mr Percy Tshabane Tel No: (012) 444 6195

NOTE

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or Use the Following email address, Recruitment@dot.gov.za
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate must be willing to sign an oath of secrecy with the Department and must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. All shortlisted candidates for SMS posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools also take a note that National School of Governance (NSG) has introduced compulsory SMS pre entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 20/84** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/ HRM/2020/29**
Branch: Administration, CFO
Chief Directorate: Financial Administration and Supply Chain Management
- SALARY** : R1 251 183 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor Degree or National Diploma in Accounting at NQF level 7 as recognised by SAQA and SMS pre entry certificate plus a minimum of 5 year's relevant experience at senior management level. Knowledge: PFMA, Treasury Regulations, PPPFA, Modified Cash Standards, Generally Recognised Accounting Practice and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Further, he or she must have analytical, problem solving, excellent communication (verbal and written), interpersonal, organisational, leadership, supervisory, people management and financial skills. Willingness to work beyond normal working hours.
- DUTIES** : Compile Annual Financial Statements and Interim Financial Statements and provide financial information for inclusion in Annual Reports. Monthly review and sign off financial records and monthly reports. Ensure the maintenance of

accurate and complete financial and procurement records. Implement the Loss Control Policy and oversee the write off and recovery of losses. Maintain a register of fruitless and wasteful expenditure and ensure that debts are taken on where appreciated. Ensure that bidding and quotation processes comply with the legislative frameworks. Oversee the maintenance and development of relevant Financial and Supply Chain Management policies, procedures and delegations and the implementation thereof, and issue circulars to address internal control weaknesses where necessary. Oversee risk management processes and the development of risk mitigation plans pertaining to the areas of Financial Administration and Supply Chain Management. Ensure that payments are made on time and that systems are in place to track payments. Attend Bid Adjudication Committee meetings and provide advice on the regulatory environment of Supply Chain Management. Ensure that a Procurement Plan, aligned to budgeted projects and the Annual Performance Plan, is compiled annually and revised when necessary and that procurement is done in line with the Procurement Plan. Oversee the maintenance of an asset register and regular reconciliations of the asset register between BAS and LOGIS. Oversee contract management and related reports to stakeholders. Maintain a register of irregular expenditure and facilitate actions to be taken to resolve cases of irregular expenditure. Manage and control the Chief Directorate.

ENQUIRIES : Ms D Mabula Tel No: (012) 309 3712

POST 20/85 : **CHIEF DIRECTOR: PUBLIC TRANSPORT REGULATION REF NO: DOT/HRM/2020/30**

Branch: Public Transport
Chief Directorate: Public Transport Regulation

SALARY : R1 251 183 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of a Bachelor Degree in Law, Transport Economy, Transport Planning, BSc Engineering or equivalent qualification at NQF 7 as recognized by SAQA and SMS pre entry certificate plus 6 to 10 year's relevant experience at senior management. Honours/Masters (NQF level 8) Degree will be an added advantage. Note the following will serve as strong recommendations: Extensive experience in compilation of management reports. Knowledge and understanding of government's priorities. High-level ability to analyse and synthesise information and to formulate policies, strategies and positions. Extensive knowledge of public finance management systems and legislation in Government. Sound knowledge of Government protocol, processes and regulations. Project Management skills and analytical abilities. Excellent liaison and communication skills. Willingness to travel extensively and work beyond normal working hours.

DUTIES : Manage the development, maintenance and implementation of national land transport policy, legislation and regulations. Develop guidelines and standards in relation to the National Land Transport Act (NLTA). Monitor and oversee public transport in South Africa and activities of provincial regulatory entities and municipalities in relation to the Board's mandate. Coordinate the establishment and effective operations of the Provincial Regulating Entities and Municipal Regulating Entities. Manage the maintenance of transport appeal tribunal Act. Coordinate and manage the public transport management system. Gather and coordinate data relating to public transport in all spheres of government. Provide guidance and assistance to the Provinces and Municipalities with the implementation and usage of the public transport information system. Manage and control the Chief Directorate.

ENQUIRIES : Adv. J Makgatho Tel No: (012) 3280

OTHER POST

POST 20/86 : **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY REF NO: DOT/HRM/2020/31**

Branch: Chief Operations Officer
Chief Directorate: Human Resources Management and Development
Directorate: Organisational Development and Change Management
Sub-directorate: Employee Health and Wellness

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 6/7 qualification in Safety Management or equivalent qualification (SAMTRAC+ IT IS), NOSA with at least 3 year's relevant experience. Proven experience in practical application of safety management systems with a government-building environment would be an added advantage. Knowledge and Skills: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its Regulations and safety national standards and codes. Good Interpersonal relations and communication skills (written and verbal). Analytical thinking, decision making and motivational abilities. Computer literacy.
- DUTIES** : The Successful Candidate will: Research, develop and constantly review Occupational Health and Safety (OHS) Policy, procedures and standards. Continuously monitor compliance with OHS policy. Coordinate appropriate training for all OHS officials (OHS representatives, First Aiders, etc.). Arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff. Constantly monitor and evaluate OHS knowledge, skills and compliance amongst employees and initiate training interventions. Identify hazards and potential major incidents in the Department. Conduct comprehensive Hazard identification and Risk Assessment at the department on an annual basis. Undertake routine inspections and observations in respective work areas to monitor compliance with or violation of safety regulations, codes and standards. Investigate all SHERQ-related incidents and accidents at the workplace, report some to relevant authorities maintain accurate records thereof and initiate appropriate actions to prevent recurrence. Conduct health and safety risk assessment in the Department's building. Evaluate and analyse possible risk factors that may impact the organization in terms of Environmental, health, safety and risk. Participate in employee health and wellness programme including lifestyle campaigns and other events and projects.
- ENQUIRIES** : Ms V Sibeko Tel No: (012) 309 3868

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 04 September 2020

NOTE : Interested applicants must submit their applications for employment to the postal address specified to each post or e-mail at recruitment@dws.gov.za. Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 20/87 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 040920/01**
Branch: Finance Main Account, Cd: Supply Chain And Asset Management

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive salary package)
: Head Office, Pretoria
: A relevant Bachelor's Degree in Finance/Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years' experience at a senior management level. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting and Financial analysis. A valid driver's license (A copy must be attached). A pre-entry certificate obtained from the National School of Government (NSG) is required. Understanding of Public Finance Management Act, Treasury Regulations and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, and problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct. Honesty and integrity is pivotal.

DUTIES : Lead the development of supply chain and policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meetings with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralisation of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management

framework and policy. Monitor the facilitation of risk assessment process. Develop project plan to mitigate risks.

ENQUIRIES : Mr. F Moatshe Tel No: (012) 336 7647
APPLICATIONS : Head Office (Pretoria): Please post your applications or email quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole
NOTE : NB: Preference will be given to African /Indian /Coloured /White females and persons with disabilities.

POST 20/88 : **CHIEF DIRECTOR: PROVINCIAL HEAD: NORTHERN CAPE REF NO: 040920/02**
Branch: Chief Operations Office

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE : Kimberley
REQUIREMENTS : A Degree in Natural Sciences or Environmental/Agricultural/Engineering/Economic Science or Hydrology (NQF 7). An NQF 8 qualification in Natural or Social Science/Scientific Environment /Financial Management or Equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years should be on a Senior Management level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Understanding of Water and Sanitation Engineering and river systems (dams, rivers and pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of Industrial Relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDGs, DG, Deputy Minister and Minister. Manage Special Programmes and Institutional Development. Effective Human Resources Management.

ENQUIRIES : Mr. J.B Streuders Tel No: (053) 830 8851
APPLICATIONS : Kimberley: For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole
NOTE : NB: Preference will be given to African Indian, females and persons with disabilities.

POST 20/89 : **DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 040920/03**
Branch: Chief Operations Office: Northern Cape Directorate: Institutional Management

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package)
CENTRE : Northern Cape
REQUIREMENTS : A Bachelor of Science Degree or Business Management (NQF 7) or relevant qualification. Five (5) to ten (10) years relevant experience in the Water Resource Management environment of which five (5) years should be at middle or senior management level. A valid driver's license (Copy must be attached) is required. A pre-entry certificate obtained from the National School of Government (NSG) is required. Knowledge and experience of the water sector and water related legislation including relevant policies preferably in Integrated Water Resource Management. Knowledge and experience of business management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analytical skills. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas in the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good financial management skills, negotiation skills problem

- solving skills, interpersonal and decision-making skills. Knowledge of project and programme management.
- DUTIES** : Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the Directorate. Assist in the development of the Business Plan for institutions. Investigate and make recommendations for license applications. Monitor license conditions. Manage river control systems. Manage Water Use Licence Applications (WULA). Provide technical information and support services to Waste Management and Sanitation Improvement (WMI). Coordinate and manage the information monitoring and evaluation system. Monitor environmental flows, eco-systems and habitat integrity. Manage water conservation campaigns. Manage Water Resource Management functions. Lead, direct and manage the establishment of the Proto CMA in an effective and efficient manner. Ensure water quality objectives are maintained. Coordinate the establishment and administration of integrated catchment forums. Plan the execution of resource water quantities for short and medium term. Coordinate Proto-CMA meetings and forums. Effectively manage relationships in order to achieve Directorate's goals. Oversee risk management and mitigation plans. Perform monitoring and evaluation dashboard.
- ENQUIRIES APPLICATIONS** : Mr. J.B Streuders Tel No: (053) 830 8851
: Northern Cape: For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.
- FOR ATTENTION NOTE** : Ms. L Mabole
: NB: Preference will be given to African, Indian females and persons with disabilities.

OTHER POSTS

- POST 20/90** : **DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: 040920/04**
Branch: Office of the DG
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) (All-inclusive salary package)
: Cape Town
: A National Diploma or Degree in Social Sciences or relevant. Three (3) to Five (5) years' experience in administration. Management experience. Knowledge of the PFMA; strategic and operational plan management; Public Administration. Ability to develop and maintain a filing system for official documents and correspondence. Understanding of government policy and processes. Effective communication skills, conflict management skills, creativity and awareness, project management skills, cultural awareness, flexibility, and initiative.
- DUTIES** : To manage and facilitate functional administrative support to the Office of the Director General in relation to government business and parliamentary responsibilities; including attendance of Portfolio Committees in Parliament and compile reports thereof when required to. The incumbent will also be expected to quality assure and process official correspondence, provide support in relation to FOSAD, Cabinet Committees and Cabinet. Handling of enquiries in the office of the Director-General. Provide quality assurance and oversight on documentation including priority enquiries. Draft correspondences, submissions and memorandums. Provide support to the Director-General in relation to government business and parliamentary responsibilities. Manage the Director-General's diary in relation to appointments and interviews. Co-ordination of meetings between the Director-General and various stakeholders. Handling of travel and accommodation arrangements for the Director-General. Request, receive and quality check documents for meetings. Draft applicable replies, letters and comments. Monitoring of parliamentary papers (order-papers and announcements, tabling's and committees reports (ATC) issued in parliament. Accompany the Director-General to official functions and official journeys. Compile, maintain and manage a database of all enquiries timeously.
- ENQUIRIES APPLICATIONS** : Mr. S Letsholo Tel No: (012) 336 8340
: Cape Town For purposes of response handling, Please post your applications or e-mail quoting the relevant reference number to the Department of Water

and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za
Ms. L Mabole

FOR ATTENTION

POST 20/91

DEPUTY DIRECTOR: DRINKING WATER QUALITY REGULATION REF NO: 040920/05
Branch: Regulations, Dir Drinking Water Regulation

SALARY CENTRE REQUIREMENTS

R869 007 per annum (Level 12) (All-inclusive salary package)
Head Office; Pretoria
A National Diploma or Degree in Natural Science/ Engineering/ Environmental Sciences or Water Quality or relevant. Three (3) to five (5) years management experience in Natural Science/ Engineering/ Environmental Sciences or Water Quality. Knowledge of drinking water quality management. Knowledge and understanding of integrated water resource management. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Knowledge and understanding of blue drop certification programme including SANS 241. Financial management and knowledge of PFMA. Understanding of project management. Computer literacy. Ability to write reports and submissions. Ability to compile presentations. Programme and project management. Problem solving and analysis. Strategic thinking and management. People and diversity management. Client orientation and customer focus. Communication skills. Accountability and ethical conduct. Ability to ensure high level of quality.

DUTIES

Ensure implementation of policies and regulations for monitoring compliance in drinking water. Ensure that strategic objectives are achieved in applying quality service. Provide analysis in applying norms and standards for services rendered. Ensure that all water services institutions including municipalities supply safe drinking water that comply with national norms and standards. Compile regulations to be adhered to in provision of drinking water. Develop and update blue drop handbook. Undertake assessment of drinking water supply systems for compliance with set standards and criteria. Determine assessment criteria. Advise on appropriate intervention measures. Auditing of drinking water quality supplied through boreholes. Monitor assessment of drinking water quality for registered municipal boreholes. Ensure that corrective measures are applied to non-compliant institutions as per legislative requirements. Ensure that measures are taken as per the Water Services Act against institutions that are not complying with water distributed to them. Development of a Strategic framework on applying punitive measures.

ENQUIRIES APPLICATIONS

Ms. NM Ncapayi Tel No: (012) 336 8800
Pretoria Head Office: Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION

POST 20/92

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 040920/06
Branch: Chief Operations Office, Northern Cape

SALARY CENTRE REQUIREMENTS

R733 257 per annum (Level 11) (All-inclusive salary package)
Kimberley
A Degree in Financial Management or relevant qualification at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES

Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and

processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, and debt management; monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, Serve on transverse task teams as required.

ENQUIRIES : Mr. J.B Streuders Tel No: (053) 830 8851
APPLICATIONS : Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.
FOR ATTENTION : Ms C Du Plessis
NOTE : NB: Preference will be given to African, Indian females and persons with disabilities.

POST 20/93 : **SCIENTIST PRODUCTION (GRADE A-C): INTEGRATED WATER STUDIES**
REF NO: 040920/07
 Branch: Planning and Information
 SD: Integrated Water Studies

SALARY : R618 732 – R939 621 per annum (OSD) (Offer will be based on proved years of experience as per OSD prescripts; (all-inclusive package)

CENTRE : Head Office, Pretoria
REQUIREMENTS : Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with SACNASP as a professional Natural Scientist. Three (3) years post qualification natural scientific experience. A valid driver's license (attach a copy). Experience in water resource modelling technologies. Good communication of scientific information verbally and in writing including good technical report writing skills. Knowledge of project management, Computer literacy and understanding of geographical information systems (GIS). Knowledge of the National Water Act and other related legislations.

DUTIES : Undertake integrated water resource studies (quality, quantity ecology surface and groundwater) with focus on impact of land based activities on water resources. Assist in coordination of the development of integrated water resource modelling methodologies and analysis tools. Coordinate and analyse information, and compile the state of water report for the country. Liaise with other Government Departments, local authorities, the public and other stakeholders on water issues.

ENQUIRIES : Mr. A Sambo Tel No: (012) 336 8403
APPLICATIONS : Pretoria Head Office: Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. LI Mabile

POST 20/94 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 040920/08**
 Branch: Corporate Services
 SD: Recruitment and Selection

SALARY : R470 040 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma or Degree in Human Resources Management or relevant qualification. Three (3) to five (5) years management experience in Recruitment and Selection. A valid driver's licence. (Attach a copy). Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Should have knowledge and experience in recruitment, selection and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws.

Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.

DUTIES : Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Drafting of advertisements and development of policies. Management of the recruitment and selection database.

ENQUIRIES : Mr. L.M Banda Tel No: (012) 336 8732

APPLICATIONS : Head Office (Pretoria): Please post your applications or email quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole

POST 20/95 : **ASSISTANT DIRECTOR: TECHNICAL SUPPORT (DAM SAFETY REGULATION) REF NO: 040920/11**
Branch: Regulation
Dir: Dam Safety Administration

SALARY : R470 040 per annum (Level 10)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A National Diploma/Bachelor's Degree or relevant qualification in Public Administration; Record Management /Archival Science or Human Resources Management. Three (3) to five (5) years' experience in water resources management, water infrastructure management or dam safety matters. Good interpersonal relations, supervisory, administration, communication both written and verbal, decision making, problem solving and organising skills are essential. Good computer literacy skills. Extensive experience in the application of Dam Safety Legislation in Chapter 12 of the National Water Act, 1998 will serve as added advantage. Appropriate experience in office administration environment and management/control of registry (record management database). A good knowledge of the water sector as well as aspects of water resources development and management will also be advantageous.

DUTIES : Lead and manage administrative team that will give support to engineering team by, processing applications from professional persons to be approved, manage and update APP register, templates, route forms and statistics for the annual report of the dam safety regulations. Ensure compliance with dam safety policies and procedures by communicating requirements of dam safety legislation in writing to dam owners, approved professional persons, engineers, technologist, technicians, interested affected parties, stakeholders and the public. Compile and process dam safety licence applications and ensure those necessary authorisations are in place before dam safety licences are drafted. Ensure that quality and set standards are maintained. Ensure dam safety website and database are maintained and updated regularly. Oversee the running of the dam safety regulation registry. Render support services on human resources to dam safety office.

ENQUIRIES : Mr. W Ramokopa Tel No: (012) 336-7953

APPLICATIONS : Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabole

- POST 20/96** : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 040920/09**
 Branch: Corporate Services
 SD: Bursaries Induction and Abet
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
 : Head Office, Pretoria
 : National Diploma/Degree in Human Resources or relevant. Three (3) to five (5) years supervisory experience in Human Resources Development. Knowledge of policy development and implementation. Knowledge of Human Resource Development. Disciplinary Knowledge in HRD. Understanding of government legislation. Financial management, knowledge of PFMA. Knowledge of techniques and procedures for planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
- DUTIES** : Provide input in development of HRD policy and strategy, analyse human resources development trends. Implementation of workplace skills plan, conduct departmental training needs assessments. Implementation of the HRD programmes, coordinate ABET courses, i.e. Bursary, ABET etc. Development and implementation of all the training interventions. Monitor and evaluate the implementation of PMDS, measure compliance in terms of PMDS policies and information processes.
- ENQUIRIES APPLICATIONS** : Ms. N Myeni Tel No: (012) 336 7753
 : Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.
- FOR ATTENTION NOTE** : Ms. L Mabole
 : NB: Preference will be given to persons with disabilities
- POST 20/97** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 040920/10**
 Branch: Chief Operations Office, Northern Cape
 Div: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
 : Kimberley
 : A degree in Financial Management or relevant qualification at NQF level 7. Three (3) years post qualifications Supervisory Financial Management experience. Practical experience in Governmental financial systems (BAS, SAP and PERSAL). A valid Driver's license (certified copies must be attached). Knowledge of LOGIS System will be an added advantage, Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, guidelines, the Public Service Anti-Corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge and experience in clerical procedures and systems. Principles and practice of financial accounting, Human Resource Management Legislation, policies. Provide a framework for managing performance information. Behavioural Competencies may include people and diversity management, client orientation and customer focus. Good verbal and written communication skills. Accountability and ethical conduct.
- DUTIES** : Management of revenue, inclusive of billing, customer relationship management and outstanding debt. Manage the tariff determination process within the Region. Attend meetings with strategic customers as part of managing revenue. Compile and submit monthly revenue reports. Handle payments in suspense account and do follow-up's on outstanding debt. Compliance and reporting on financial indicators. Budget management and reporting, MTEF and ENE. Compile and capture the trading account budget. Ensure fund shifting of budget allocations. Certification of payrolls. Approval of WTE sundry payments and Supply Chain payments on LOGIS. Financial accounting reporting on payments. Approval of journals. Supervise and evaluate personnel.
- ENQUIRIES APPLICATIONS** : Ms N P Magawu Tel No: (053) 830 8800
 : Kimberley: Please post your applications or e-mail quoting the post relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms C Du Plessis

POST 20/98 : **RISK PRACTITIONER REF NO: 040920/12**
Chief Directorate: Risk Management

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Head Office, Pretoria
: An appropriate three (3) year National Diploma or degree in the field of risk management or related areas (e.g. ICT, Finance, Auditing, etc.). Two (2) years' experience in a risk management environment. Knowledge and experience of risk management processes, strategies and techniques. Knowledge of Public Sector Risk Management Framework, ISO 31000 standard and COSO Framework. King IV Report on Corporate Governance. Knowledge of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of administrative and clerical procedures and systems. Project Management skills. Good communication skills (written and verbal). Analytical skills. Computer literacy in MS Office, Excel, Outlook and Power Point. Organisational skills. Problem solving and analysis. People and diversity management. Ability to work under pressure and the ability to work alone. Integrity, honesty, ethical behaviour, transparency and trustworthiness. Attention to detail. Customer focus.

DUTIES : Assist in the identifications and prioritising of risks. Conduct risk assessments. Assist in the compilation of risk mitigation plans. Assist in the collation of risk management information. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees.

ENQUIRIES APPLICATIONS : Mr. TD Ntuli Tel No: (012) 336 8349
: Head Office (Pretoria): Please post your applications or e-mail quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabile

POST 20/99 : **CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: 040920/13**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Kimberley
: A Senior/grade 12 certificate or equivalent. Three (3) to (5) years' experience required in Supply Chain Management. Knowledge and experience in procurement administrative procedures. Knowledge of financial legislation. Knowledge of LOGIS. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge management skills. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Communication skills both verbal and written. Accountability and ethical conduct. Computer literacy.

DUTIES : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, administer goods receipts and goods issue, and ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Supervise personnel.

ENQUIRIES APPLICATIONS : Ms N P Magawu Tel No: (053) 830 8800
: Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.

FOR ATTENTION : Ms C Du Plessis

POST 20/100 : **ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 040920/14**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Upington
: A Senior/Grade 12 certificate. Computer literacy (MS Office). Knowledge of SAP system will be an added advantage. Knowledge and understanding of

- PFMA, DORA and Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service.
- DUTIES** : Answering telephone customer queries. Print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Perform debt management and customer relations management.
- ENQUIRIES** : Ms C E Du Preez Tel No: (053) 830 8800
- APPLICATIONS** : Kimberley: Please post your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za.
- FOR ATTENTION** : Ms C Du Plessis

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 20/101** : **HEAD OF DEPARTMENT: OBSTETRICS AND GYNECOLOGY REF NO: REFS/005930**
Directorate: Medical
- SALARY** : R2 161 416 – R2 294 040 per annum (All-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology: Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. At least two Master's students supervised to completion. Evidence of accredited publications record.
- DUTIES** : To lead the department in provision of clinical care to patients, teaching and learning of under-and post -graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally in order to promote Research. To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital and university.
- ENQUIRIES** : Dr. R. Ncha Tel No: (011) 923-2350
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR5.HRM@gauteng.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. NB:Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 04 September 2020
- POST 20/102** : **HEAD OF CLINICAL UNIT: PSYCHIATRY REF NO: REFS/005929**
Directorate: Medical
- SALARY** : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Specialist Psychiatrist with at least 5-years of experience in clinical medicine post specialist registration. Should be registered as a specialist psychiatrist at the HPCSA. Should have experience in teaching and training of medical students, registrars, medical interns, and other categories of Health Care

<u>DUTIES</u>	: Workers. The applicant should be interested in doing clinical work, doing research, and be involved with the administration of the department. : Clinical work: Supervision of clinical staff. Manage own service delivery. Assess and ensure good quality of clinical service delivery. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the Multidisciplinary ward rounds for in patients. Consultations for patients outside the Psychiatry where required. Review patients' medical records. Education and training: Organize and manage training of pre and postgraduate medical students. Assist in organization of clinical examinations. Evaluate and improve training programmes where appropriate. Monitor and evaluate postgraduate student clinical progress. Attend academic meetings. Manage own clinical development. Research: Develop own research interests and publish appropriately. Support postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development. Perform administrative tasks related to patient management and address complaints. Contribute to electronic databases for research purposes. Attend scheduled meetings with hospital management. Help coordinating duty lists and staff allocation in the department. Assist in coordination of academic programs. Liaise with other departments within the hospital and with other hospitals where required.
<u>ENQUIRIES APPLICATIONS</u>	: Dr S. P. Mbeleki Tel No: (011) 923-2053 : Tembisa Provincial Tertiary Hospital Through Email Only At: TembisaHR4.HRM@gauteng.gov.za
<u>NOTE</u>	: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. NB: Applications to be addressed to: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims
<u>CLOSING DATE</u>	: 04 September 2020
<u>POST 20/103</u>	: <u>MEDICAL SPECIALIST (SUB-SPECIALIST) – CHILD AND ADOLESCENT PSYCHIATRY GRADE 1 REF NO: REFS/005847</u> Directorate: Medical (Psychiatric)
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 283 601 per annum (An all-inclusive remuneration package) : Tara the H. Moross Centre, Sandton : The appointment requires a basic medical MBChB or Equivalent degree. A specialist qualification in Psychiatric (FCPsych, MMed or equivalent), and a relevant subspecialist qualification (Certificate in child & Adolescent Psychiatry or equivalent) with current registration with the Health Professional Council of South Africa as a Medical Sub-Specialist in Child & Adolescent Psychiatry. Knowledge, Skills and Competencies required: Outstanding Clinical skills in Child and Adolescent Psychiatry in order to provide patient care and coordinate specialist psychiatry and child psychiatry services using clinical skills, knowledge and experience in field of psychiatry and the subspecialty child psychiatry, preferably with experience and knowledge gained in public service environment. Direct the Tara Hospital child psychiatry inpatient and outpatient services based on clinical experience and effective management and leadership. Develop and review clinical protocols and guidelines for general and child psychiatry. Develop tertiary and specialized child and adolescent psychiatric services for Tara Hospital / University of the Witwatersrand with expert opinion and consensus to aid diagnosis, management and treatment of patients. Collaborate and coordinate the services in the Southern Gauteng region to ensure effective and equitable use of resources and optimal mental health care. Expertise in the development and implementation of training programs for under- and postgraduate students. Develop and co-ordinate the ongoing delivery of undergraduate and postgraduate teaching relevant to general undergraduate and postgraduate psychiatry and subspecialist child psychiatry training appropriate to the needs of the community. Leadership, people management, problem solving, decision making and communications skills. Knowledge of relevant legislation, regulations and policies. Management skills: Human Resources, Finance and Strategy. Maintain good interpersonal

- work relationships and combine effective management and leadership skills to provide optimal service delivery and service delivery innovation. This may involve: human resources, finance, operational management, strategy, quality management, interpersonal and communication skills, problem solving, decision making, mentoring, higher education skill development and research. Have knowledge of the relevant legislation, acts, regulations and policies.
- DUTIES** : To provide a subspecialist in and outpatient services in the assessment and management of children and adolescents. Intersectoral collaboration with all relevant stakeholders, including Department of Education, Department of Justice and Department of Social Development. To supervise Child Psychiatry Senior Registrars, Psychiatry Registrars and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and to participate in the teaching and training of various categories of Undergraduate and postgraduate students and health professionals.
- ENQUIRIES** : Dr. R Price-Hughes Tel No: 011 535 3001/3276
- APPLICATIONS** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196, can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or Email to TaraHR.Moross@gauteng.gov.za . Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or email.
- CLOSING DATE** : 04 September 2020
- POST 20/104** : **CLINICAL MANAGER GRADE 1 OR 2**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 173 900 – R1 467 651 per annum (All-inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 3 years appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's licence and be willing to work under pressure and stressful situations. Competencies/knowledge: good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (WORD, Excel, outlook power point). Post-graduate master's Qualification will be an added advantage.
- DUTIES** : Manage and supervise all clinical and allied oral health service. Ensure the provision of safe, ethical and high-quality patient care and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of ideal Hospital Realisation and Maintenance Framework in the Hospital. Develop, implement, and monitor quality improvement plans. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.
- ENQUIRIES** : Prof SL Shangase Tel No: (012) 319 2327/2225 OR Mrs Ina Swart Tel No: (012) 301 5705
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. Or email it to Ina.swart@gauteng.gov or Nomusa.kubheka@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration of HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment.

Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

- CLOSING DATE** : 04 September 2020
- POST 20/105** : **DENTAL SPECIALIST/SENIOR LECTURER GRADE1/2/3**
Directorate: Prosthodontics
Re-advertisement
- SALARY** : R1 106 040 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist. Candidates must have experience of teaching and training of undergraduate and postgraduate in both crown and bridge work and removable prosthodontics. Experience with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations any additional qualifications current study and supervision of research projects will be advantageous.
- DUTIES** : The successful candidate will be expected to carry out clinical and didactic teaching of Undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed/removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.
- ENQUIRIES** : Prof LM Sykes Tel No: (012) 319 2681 Mrs Ina Swart, Tel. No: (012) 301 5705
APPLICATIONS : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. Or email it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 04 September 2020
- POST 20/106** : **MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: MRH 06/08/20 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)
- CENTRE** : Mamelodi Regional Hospital
REQUIREMENTS : MBCHB degree and Registration with the HPCSA as a specialist in Family Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal relationship skills. Good resource management, problem solving and decision making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with a diverse team.
- DUTIES** : Direct clinical service provision within the assigned clinical department (unit). Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize departmental clinical meetings with the doctors, nurses and other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these

	:	meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.
<u>ENQUIRIES</u>	:	Dr TT Makhudu Tel No: (012) 841 8302
<u>APPLICATIONS</u>	:	Applications to be sent to Mamelodi Hospital, Private Bag X 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.
<u>FOR ATTENTION</u>	:	Ms. K.H. Mokwana
<u>NOTE</u>	:	Commuted overtime is compulsory.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/107</u>	:	<u>MEDICAL SPECIALIST: PSYCHIATRISTS REF NO: HRM 12/2020 (X4 POSTS)</u> Directorate: Medical Services
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum (TCE Package) Grade 2: R1 264 623 – R1 342 230 per annum (TCE Package) Grade 3: R1 467 651 – R1 834 890 per annum (TCE Package)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification in psychiatry which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	In the General Unit: the provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. In the Forensic Unit: to conduct mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other forensic psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.
<u>ENQUIRIES</u>	:	Prof. U. Subramaney Tel No: (011) 951-8341
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/108</u>	:	<u>MANAGER PHARMACEUTICAL SERVICES REF NO: DGMH/08/2020/01 (X1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	:	Grade: R1 089 693 – R1 173 900 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Degree. Pharm .Valid registration with South African Pharmacy Council (SAPC) as a pharmacist. A management qualification would be advantageous. Minimum of nine (9) years appropriate experience after registration as a pharmacist. A minimum of two (2) years managerial experience within the Government pharmacy environment. Knowledge of relevant legislation and policies pertaining to the field of pharmacy as well as Human Resource and Finance. Knowledge of risk management, Leadership and planning skills. Human Resource –and conflict management skills, advanced administrative, computer and presentation skills. Research development and statistical analysis skills.

- DUTIES** : Medication Safety Management .Implement best operating practices relating to medication safety with the objective of reducing medication incidents. Drive a system of incident reporting, identify negative trends and implement corrective action. Drive antimicrobial stewardship programs in the hospital. Drive the implementation and compliance to policies and processes. Ensure compliance with South African Pharmacy Council (SAPC), Department of Health (DOH) and statutory and legal requirements, understand their role of the responsible pharmacist. Quality Service Management. Build mutually beneficial relationships with both internal and external customers as it relates to the delivery of an effective and quality pharmaceutical service within the hospital. Engage with Doctors and Patients with regards to medication and other matters. Ensure client expectations are met, and quality client service provided. Maintain professional ethics and ensure these are demonstrated personally and by team members. Financial Management. Achieve hospital budgeted financial goals as it relates to the Pharmacy, communicate and implement cost saving opportunities. Conduct financial analysis monthly, identify negative trends and implement corrective action, ensure that expenses are authorized, allocated and controlled accordingly. Scrutinize stock reports regularly to identify errors and implement corrective measures to ensure proper inventory management is continuously improved risks and identified mitigated. Implement effective stock management processes, ordering stock, received and issued according to set requirement and stock management principles. Stock takes are coordinated according set requirements; and stock variances are reported and addressed in order to minimize risks. Human Resource Management. Demonstrate visible leadership in respect of DoH values and strategy. Participate in hospital management committee meeting and forums, participate in Human Resource meetings to ensure an efficient HR plan to render efficient services. Lead and manage the pharmacy team meetings and ensure participation from all parties. Recruit, retain, motivate and develop Pharmacy staff. Provide direction and inspire positive work behaviour in teams. Review compliance to performance standards and statutory and legal requirements, and manage performance (outputs) of staff within area of responsibility and take remedial action. (PMDS).Manage all HR and labour issues as pertaining to the pharmacy. Support Hospital initiatives and projects as it relates to the pharmacy.
- ENQUIRIES** : Mrs. S Robberts Tel No: (012). 529 3424/ 0762275094
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Applications must be submitted with: a signed and dated Z83 form; CV; certified copies of ID, Qualification and (SAPC) registration certificate and current proof of registration. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
- CLOSING DATE** : 04 September 2020
- POST 20/109** : **DEPUTY MANAGER NURSING: FORENSIC UNIT REF NO: HRM 13/2020**
Directorate: Nursing Services
- SALARY** : R949 482 per annum (TCE Package)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate Bachelor`s degree/ Basic R425. A qualification in Psychiatric Nursing. Post basic Management qualification. Nine (9) years in Nursing and at least five (5) years in Management of Forensic unit. Current registration with SANC, management experience in service planning, development and delivery. Vast knowledge of Mental Health Care Act no 17 of 2002, Criminal procedure Act 77, 78 and 79(2), Child Justice Act, Child Protection Act, PFMA. Computer literacy and a valid Driver`s License. Good communication skills.
- DUTIES** : Facilitate and strengthen Forensic services to support deinstitutionalization. Coordinate Forensic Psychiatry at all levels of care. Monitor the implementation of strategic plans in terms of Observandi and State Patients. Align individual performance to the strategic objectives of the unit. Provide technical support to Management on Forensic Services. Monitor and evaluate the waiting lists of Observandi and state patients. Collaborate and liaise with the SAPS, Correctional Services, Justice Department and the Directorate of Public Prosecution. Support regular audit systems. Monitor the admission procedures

- of State patients and Observandi, reclassification, conditional discharges and full discharges of State patients. Ensure the development and implementation of Forensic Policies, Procedures and Guidelines. Provide reports to the National Forensic Directorate as well as Provincial Mental Health Directorate. Mr. M.J. Mapunya Tel No: (011) 951-8257
- ENQUIRIES APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 04 September 2020
- POST 20/110** : **DENTIST/LECTURER GRADE 1/2/3**
Directorate: Prosthodontics
- SALARY CENTRE REQUIREMENTS** : R797 109 – R1 362 366 per annum (All-inclusive package)
University of Pretoria Oral Health Centre
BChD or BDS degree, registration with HPCSA as dentist. Candidates must have experience of teaching and training of undergraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid reliable assessment methods.
- DUTIES** : The successful candidate will be expected to carry out clinical and didactic teaching to undergraduate students predominantly in fixed prosthodontics, to co-ordinate and oversee all aspects of crown and bridge work including lecturing, staff rosters, clinical supervision, and setting evaluation of the final clinical and theory examinations, rendering of treatment to patients, specific administrative duties as agreed upon with the Head of Department and undertaking research.
- ENQUIRIES APPLICATIONS** : Prof LM Sykes Tel No: (012) 319 2681 Mrs Ina Swart Tel No: (012) 301 5705
Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705. Or mail it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 04 September 2020
- POST 20/111** : **ASSISTANT MANAGER NURSING (GENERAL STREAM) REF NO: REFS/005937**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (including benefits)
Tara the H. Moross Centre, Sandton
Basic qualification accredited with the SANC in terms of terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. Qualification in Nursing Administration will be an added advantage / Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate /recognizable experience at Management of Psychiatric Unit. Must have extensive in Psychiatric Post Registration as a professional Nurse with. Knowledge of SCM and HRM procedures, and other relevant public sector legislative framework and related regulations. Strong analytical, problem solving and interpersonal skills. The official will be expected to work day and night duty. Be computer literate and valid driver 's license.

- DUTIES** : The incumbent must be prepared to work shifts. Provide leadership and guidance that produces quality patient care. Ensure that the quality of care is coordinated and delivered to patients, management of staff and other resources. Work with and participate in operational and budget planning and reviews. Generate and coordinate financial, quality, infection control and other reports as needed. Assist in career planning and development of nursing staff. Generate/review nursing protocols and procedures. Perform care audits. Ensure effective implementation of the PMDS in line with Department and institution operational plans. Monitor use of staff, services and facilities to maximize efficiency. Manage and mitigate nursing care risks. Monitor service utilisation rates. Lead and or participate in other teams/committees of the hospital as needed.
- ENQUIRIES APPLICATIONS** : Mr. S Nhleko Tel No: (011) 535 3006/7
: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196, can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or Email to TaraHR.Moross@gauteng.gov.za . Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or email.
- CLOSING DATE** : 04 September 2020
- POST 20/112** : **DENTAL TECHNICIAN GRADE 1/2/3**
Directorate: Prosthodontics
- SALARY CENTRE REQUIREMENTS** : R317 976 – R532 959 per annum (Plus benefits)
: University of Pretoria Oral Health Centre
: National Diploma, B-Tech degree or any equivalent qualification in Dental Technology. The candidate must have been trained and qualified from accredited institution approved by the South African Dental Technician Council. Candidate must have registered with South African Dental Technicians Council.
- DUTIES** : Preparation of models- casting, trimming and duplication thereof. Prosthetic service- manufacture Dentures- full maxillary mandibular dentures, partial Dentures- Chrome cobalt and Acrylic. Repair dentures, manufacture Bite plates. Assisting of students in Dental Technology related issues. Perform all aspects of Dental Technology. Manage own duties.
- ENQUIRIES APPLICATIONS** : Mr R Luus Tel No: (012) 319 2211
: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. OR email to Nomusa.kubheka@gauteng.gov.za or Ina.swart@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, registration with South African Dental Technician (SADT) and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 04 September 2020
- POST 20/113** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/08/04 (X1 POST)**
Directorate: Facility Management Unit
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum
: Ekurhuleni Health District (SSDR)
: An appropriate Technical qualification in Electrical/mechanical/Building. Minimum experience of 5 years in Facility management. A valid driver's license is essential. Qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project Management. Knowledge and experience in the implementation National building regulations will be an added advantage. Good financial management, skills and conflict management. Must

be computer literate (MS EXCEL and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure.

DUTIES : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical). Implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretaker departments. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Perform any other relevant duties as delegated by the Manager.

ENQUIRIES : Mr D. Barnard Tel No: (011) 876 1754
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 04 September 2020

POST 20/114 : **REGISTRY CLERK REF NO: CHBAH 306 (X1 POST)**
Directorate: Logistics (Transport)

SALARY : R257 508 – R303 339 per annum (Level 7) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with 3-5 years' experience in Transport Management. Computer literacy (Ms Office Package). Valid driver's licences (Code 8/EC/AC) and a valid PDP. Knowledge and understanding of Fleet Management/Transport policy. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES : Supervise, guide and motivate Drivers and Despatchers. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises Co-ordinate transport – ensure that the best and most economic use of Government vehicles are maintained. Exercise control over the maintenance and expenditure involved

in the use of Government vehicles. Arrange for proper completion and regular scrutiny of all records and returns concerning Government vehicles. Ensure that the vehicles under your control are kept in a good condition and that they are serviced regularly. Ensure the correctness and analyses of all registers e.g. logbooks and reports, controlled and submitted by subordinates. Ensure the safe keeping of vehicle keys and petrol cards. Ensure licensing of motor vehicles is up to date. Ensure that the Drivers licences and PDPs are valid and updated. Ensure that all instructions relevant to the use, operation and maintenance of Government vehicles are complied with. Act as liaison between your office, the mergence and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims. Communicating with Head Office and Government Garage, re shortage of vehicles, damage on vehicles, renewal of licenses, etc. Reporting of accidents and problems to Government Garage as well as Hospital Management and the completion of T282. Controlling Stats entered by Transport Officer (KPI). Attend to any transport related queries Compile a monthly duty roster for Drivers and Dispatching Clerks. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Reviews and final assessment.

- ENQUIRIES** : Ms J. van Rensburg Tel No: (011) 933 8756
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 11 September 2020
- POST 20/115** : **ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 307 (X1 POST)**
 Directorate: Cardiology Department
 This is a re-advertisement and applications who previously applied are encouraged to re-apply.
- SALARY** : R210 567 – R240 762 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 certificate or NQF Level 4. A minimum of 2 years' experience in ECG (basic interpretation), with duration of at least 2 years that allows for the required registration with the Health Professional Council. Excellent interpersonal and organizational skills. Good written and verbal communication

skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES

: Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital [Clinics & wards]. Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents .Assist with various administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Ms N Shandu Tel No: (011) 933-9412

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 11 September 2020

POST 20/116

CLIENT INFORMATION CLERK REF NO: CHBAH 308 (X2 POSTS)

Directorate: ICT

This is a re-advertisement and applications who previously applied are encouraged to re-apply.

SALARY

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

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Switchboard or Call Centre will be added knowledge. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

- DUTIES** : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends and holidays. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr T Mnguni Tel No: (011) 933 9038
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 11 September 2020
- POST 20/117** : **FINANCIAL CLERK LEVEL REF NO: CHBAH 309 (X2 POSTS)**
Directorate: Finance
This is a re-advertisement and applications who previously applied are encouraged to re-apply.
- SALARY** : R173 703 – R204 612 per annum (Level 05)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Knowledge of BAS and SAP will be added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Public Service Act etc.) Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Budget allocation and capturing of SCOA allocation in RLS01. Compile BAS/MEDSAS, BAS/PERSAL and BAS/SAP reconciliation on a monthly basis. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts monthly. Ensure that supplier's reconciliations are done weekly and proper handling of queries. Ensure payments in the web-cycle are processed

within the prescribed time. Ensure accruals are compiled and sent to head office on a monthly basis. Liaise with end-users and other stake holders on resolving of supplier queries. Assisting in petty cash office and other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Ms M Notsi Tel No: (011) 933 9134
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 11 September 2020

POST 20/118

DENTAL ASSISTANT GRADE I OR II

University of Pretoria Oral Health Centre

**SALARY
CENTRE
REQUIREMENTS**

: R168 429 – R230 238 per annum (Plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Problem solving skills. Ability to work in a team and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Computer literacy will be added advantage. 5 years' experience in dental assisting is essential.

DUTIES

: Provision of satisfactory client service. Assist clinicians during oral procedure and outreach projects. Preparations of equipment and instruments and dental material for dental procedures for students and lectures. Practice and maintain infection control standards. Compile statistics of the department in the facility. Ordering of consumables as needed for the Department. Perform administrative duties. Rotate in other Departments and a Performance Contract annually. Active participation in student activities and training.

**ENQUIRIES
APPLICATIONS**

: Mrs GE Khumalo Tel No: (012) 319 2644
: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

NOTE

: Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration, proof of payment and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department.

Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 04 September 2020

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. Please email your Z83 form, CV, certified copies of your ID and Qualifications to jobs.gpt@gauteng.gov.za.

CLOSING DATE : 04 September 2020

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

MANAGEMENT ECHELON

POST 20/119 : **DIRECTOR: PERFORMANCE AUDIT**
Directorate: Gauteng Audit Services

SALARY : R1 057 326.per annum (All-inclusive Package)

CENTRE : Johannesburg

REQUIREMENTS : Three- year tertiary qualification (NQF 7 as recognized by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Driver's license is a requirement.

DUTIES : Develop the departmental three-year risk-based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk-based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAs operations.

ENQUIRIES : Mr. HR Tsotetsi Tel No: (011) 227-9000

- POST 20/120** : **DIRECTOR: CONTRACT MANAGEMENT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326.per annum (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in law or Supply Chain Management with contract management modules. Minimum 5 years' experience at Middle/Senior Management. 5 years' experience in contract management. An understanding of public sector supply chain management policies and procedures. Knowledge and experience in contract Management ERP applications. Knowledge and experience in using Microsoft Office Suite.
- DUTIES** : Develop best contract management practices for the GPG. Render effective and efficient contract management to the GPG departments and entities. Liaise with GPG in the establishment and maintenance of contract management controls. Administer and manage transversal term contracts. Manage Contracts Price adjustment for GPG Departments and Entities. Monitor Assess and report on contract performance and trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management.
- ENQUIRIES** : Mr. HR Tsotetsi, Tel No: (011) 227-9000
- POST 20/121** : **DIRECTOR: PROCUREMENT SUPPORT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (All- inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 as recognized by SAQA in Business Management/Supply Chain Management/Financial Accounting/Legal qualification. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in Supply Chain Management field.
- DUTIES** : Regulatory compliance as per the Business Unit checklist, Achieve required % level of Customer Satisfaction, promote sound fiscal planning and team management, Manage and Maintain Electronic Content and Catalogue, Provide Tender Administration Services.
- ENQUIRIES** : Mr HR Tsotetsi Tel No: (011) 227-9000
- POST 20/122** : **DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7 as recognized by SAQA) in in Supply Chain Management / Finance/ Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Procurement and/or Supply Chain Management field experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards.
- DUTIES** : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Review, update and roll out the Provincial and Municipal SCM Framework for implementation, Conduct business process analysis for the refinement of internal control environments. Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards and governance tools in the province. Manage all outputs and resources allocated to the unit, inclusive of budget and people. Preparation of various reports.
- ENQUIRIES** : Mr. HR Tsotetsi Tel No: (011) 227-9000

OTHER POSTS

- POST 20/123** : **DEPUTY DIRECTOR: ASSET MANAGEMENT**
Directorate: Financial Governance
- SALARY** : R733 257 per annum (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	A tertiary qualification degree (NQF level 7) as recognised by SAQA majoring in Financial Accounting. 3 - 5 years junior management level (Assistant Director) in Financial Accounting or Asset Management. Experience in the practical application of asset and inventory management reforms. Knowledge and understanding of PFMA, Treasury regulations and Asset and inventory management frameworks. Practical knowledge and understanding of the relevant reporting requirements such as GRAP, Modified Cash standards and or IFRS. Understanding of BAS and SAP systems will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and entities on asset and inventory management strategies. Assist with automation of inventory management systems within the province. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and entities. Manage and provide guidance and adequate support to staff in the Directorate and ensure capacity development. Ensure compliance with all administrative requirements, regulations, rules and instructions and monitor compliance with governance and administrative systems.
<u>ENQUIRIES</u>	:	Bulelwa Mtshizana Tel No: (011) 227 9000
<u>POST 20/124</u>	:	<u>DEPUTY DIRECTOR: REVENUE FUND MANAGEMENT</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all- inclusive package)
	:	Johannesburg
	:	A tertiary qualification (NQF Level 7 as recognized by SAQA) degree in Finance/Auditing. 3 -5 years junior management level (ASD) experience in Finance/Auditing.
<u>DUTIES</u>	:	Preparation and compilation of financial statements (interim and annual) for the Provincial Revenue Fund for submission to the relevant stakeholders in accordance to the PFMA and GRAP. Effective and efficient management of the Revenue Fund Management unit and ensure strategic and operational objectives are met. Designing of action plans to ensure that all recommendations made by the Office of the Auditor - General are effectively and adequately implemented. Provide second level support to the senior manager.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana Tel No: (011) 227-9000
<u>POST 20/125</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (X2 POSTS)</u> Directorate: Accounting & Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Johannesburg
	:	A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Financial Accounting/Auditing coupled with 3 - 5 years' experience at junior level in Financial Accounting/Auditing environment. Knowledge and understanding of the relevant legislative environment. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP standards and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP.
<u>DUTIES</u>	:	Assist in the preparation of consolidated financial statements for the Gauteng Provincial Departments and Entities. Monitor and review the department's Section 40 PFMA monthly reports. Review the Interim and Annual Financial Statements of the GPG departments and entities and provide feedback. Communicate any new accounting reforms or changes to Accounting Standards with departments and entities, and to monitor the implementation of these new reforms and standards. Track the implementation of the GPG departments and entities AGSA audit action plans. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting Standards. Undertake physical visits to the Departments and Public Entities in order to provide

		relevant support with regards to any accounting and auditing related issues that have an effect on their annual financial statements.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/126</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL BUDGET ANALYSIS</u> Directorate: Municipal Budgets Analysis
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg A tertiary qualification Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Management Accounting. 3-5 years' experience in accounting environment at a functional level.
<u>DUTIES</u>	:	To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities. To provide assistance and support on the provision of guidance on budget planning. Conduct Mid-year reviews and Adjustments Municipal Budgets Assessments. Conduct Services Delivery and Budget Implementation Plan Assessments. Compile Quarterly Withdrawal Statements Reports. Partake in Projects.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/127</u>	:	<u>ASSISTANT DIRECTOR: SAFETY AND SECURITY</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg A three-year tertiary qualification National Diploma (NQF level 6 as recognised by SAQA in Safety and Security Service Management; State Security Agency (SSA) will be an added advantage. 3 -5 years' experience at junior management level; 2 -3 years' experience in the Security and Auxiliary Services environment.
<u>DUTIES</u>	:	Assist the Deputy Director in the management of the departmental security section; Ensure application of the security policy and plan; Manage investigation of all crimes and incidents in the department; Assist the Deputy Director in the management and monitoring of the implementation of projects and provide accurate and timeous management reports; Implement the vetting strategy as outlined by SSA / DPSA and Office of the Premier vetting strategy; Effective and sound supervision and management of staff.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/128</u>	:	<u>HELPDESK</u> Directorate: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (plus benefits) Johannesburg A 3-year tertiary qualification National Diploma (NQF Level 6) as recognized by SAQA in Information and technology. 1 – 2 years' experience at administration level in the information and technology environment.
<u>DUTIES</u>	:	To provide service point where users can log a call and report incidents or problems they might be experiencing and manage the service desk. Ensure availability on the telephony and e-mail systems to receive and log incoming calls from users on the call logging system. Prioritize and assign calls to IT Technicians for resolution. Follow up on enquiries to ensure that appropriate action is taken. Track and manage calls to make sure that calls are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld always. Provide first line support where calls are easy and quick to resolve. Provide reports on calls logged (including resolved and outstanding queries, and SLA adherence).
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227 9000
<u>POST 20/129</u>	:	<u>RISK OFFICER: INTERNAL RISK MANAGEMENT</u> Directorate: Internal Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (plus benefits) Johannesburg 3-year tertiary qualification as recognized by SAQA in Risk Management. 1- 2 years' experience in Risk Management environment. Knowledge of Public

Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of PFMA. Knowledge of National and GPG Treasury Regulations. Public Staff Code. Public Sector Risk Management Framework. Knowledge of GPG financial and administration processes, policies and procedures.

DUTIES

: Provides an admin support service to the Directorate. Raise awareness across Department its risk framework as well as ethics and anti-corruption. Assist in facilitating risk identification and assessment and capture the information on all risk registers that include Barnowl software. Assist in monitoring the action plans for both risks and audit findings. Provide support to the Risk and Ethics Management (REMC) and Business.

ENQUIRIES

: Mr Sihle B Hlomuka Tel No: (011) 227 9000

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION**

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal Is an Equal Opportunity Affirmative Action Employer.

- APPLICATIONS** : For Head Office: Applications should be sent by post for the attention of: Mr. P.B.V. Ngidi The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete an/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

OTHER POSTS

- POST 20/130** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Pinetown District Ref No: DOE/75/2020
Umgungundlovu District Ref No: DOE/76/2020
Umkhanyakude District Ref No: DOE/77/2020
- REQUIREMENTS** : An appropriate Bachelor's Degree /Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.
- DUTIES** : Manage the Employee Performance Management System in the District. Manage the provision of Human Resource Planning and Non Educator Human Resource Development Services. Control the activities relating to Educator Human Resource Development. Manage processes relating to Employee Relations Services. Oversee Human Resource Co-ordination Services. Manage Employee Assistance Programme. Supervision of staff in the sub-directorate. Manage the resources of the component. Manage staff performance in the sub- directorate.
- ENQUIRIES** : Ms P.K Hadebe Tel No: (031) 716 2708 (Pinetown District)
Mr S Mabinza Tel No: (033) 355 2324 (Umgungundlovu District)
Mr T.J Motha Tel No: (035) 573 9601 (Umkhanyakude District)
- APPLICATIONS** : **Pinetown District**, Private Bag X9001, Pinetown 3600

		Umgungundlovu District Private Bag X9136 Pietermaritzburg 3200 Umkhanyakude District Private Bag X567, Mkuze 3965
<u>FOR ATTENTION</u>	:	Ms N.C Luthuli Pinetown District Ms N.P Mjwara Umgungundlovu District Mrs F.N.R Dumisa Umkhanyakude District
<u>POST 20/131</u>	:	<u>DEPUTY DIRECTOR: AUXILIARY SERVICES</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<u>CENTRE</u>	:	Ugu District Ref No: DOE/78/2020 Umgungundlovu District Ref No: DOE79/2020 Harry Gwala District Ref No: DOE/80/2020 Zululand District Ref No: DOE81/2020 King Cetshwayo District Ref No: DOE82/2020 Umzinyathi District Ref No: DOE83/2020 Uthukela District Ref No: DOE/84/2020
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Management or equivalent qualification with 3-5 years managerial experience in the auxiliary services environment. Computer literacy, valid driver's license. A practical extensive experience in Administration Competencies :Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Numeracy skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.
<u>DUTIES</u>	:	Manage the budgeting and expenditure control support services for the District Office. Oversee the communicative linkage between the District and Head Office on human resource and finance related matters. Oversee the provision of office services in respect of Registry, Telecommunications, Security, Cleaning and gardening. Oversee the asset management services in respect of logistics, Disposals and contract management. To render transport Services: (Provision of transport. Provision of vehicle support. Control transport related returns. Co-ordinate losses, thefts, claims and accidents. Facilitate disposal of vehicles). Manage the resources of the Sub directorate.
<u>ENQUIRIES</u>	:	Mr W.M Sibiyi Tel No: (039) 688 8606 (Ugu District) Mr S Mabinza Tel No: (033) 355 2324 (Umgungundlovu District) Ms Z.C Zakuza –Njaklazi Tel No: (039) 797 3703 (Harry Gwala District) Mr P.D Ndlovu Tel No: (034) 989 9885 (Zululand District) Dr D.D Chonco Tel No: (035) 901 1303 (King Cetshwayo) Mr S.W Keswa Tel No: (034) 219 2703 (Umzinyathi District) Mrs M.E Mokoena Tel No: (036) 638 5264 (Uthukela District)
<u>APPLICATIONS</u>	:	Ugu District Private Bag X 860, Port Shepstone 4240 Umgungundlovu District Private Bag X9136 Pietermaritzburg 3200 Harry Gwala District Private Bag X3560 Kokstad 4700 Zululand District Private Bag X59 Ulundi 38378 King Cetshwayo District Private Bag X20104 Empangeni 3880 Umzinyathi District Private Bag X 2001 Dundee 3000 Uthukela District Private Bag X10041 Ladysmith 3370
<u>FOR ATTENTION</u>	:	Mr J Govender Ugu District Ms N.P Mjwara Umgungundlovu District Mr S Zimema Harry Gwala District Ms S.T Luthuli Zululand District Mr T.AMthembu King Cetshwayo District Ms S.P Mkhize UMzinyathi District Mr S.A Zulu Uthukela District

<u>POST 20/132</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION REF NO: DOE85/2020</u> Directorate: Examination Administration
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg, Head Office An appropriate Bachelor's Degree or Diploma Information Technology (IT), Information Systems or equivalent qualification coupled with eight years relevant experience of which 3-5 years must be in a middle management experience in business application or systems analysis. Experience in the management of the Integrated Examination Computer Systems (IECS). Understanding of polices to conduct National Examinations and Umalusi directives. Knowledge of Certification in the South African context. Knowledge of the financial management, risk management and project management. Computer literacy, valid driver's license. Competencies: Knowledge of Constitution of South Africa, Public Service Acts and Regulations. South African Schools Act, Regulations on the conduct of examinations, Umalusi Guidelines, PFMA, Human Resource Matters, Training and Development, Planning and organising, Departmental Strategic objectives, Team building, Conflict resolution, Research, Financial and Management Reporting. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. The capability to deal with classified information.
<u>DUTIES</u>	:	Manage the development and maintenance of the integrated Examination System (IECS). Manage the registration candidates. Manage capturing of marks. Interact with the State Information Technology Agency (SITA) & Umalusi and other Examination Bodies, Provinces, IEB, SACCAI and IGC. Manage user access on the (IECS). Manage training and mentoring of staff on (IECS). Manage Finances and Logistical Resources within the unit. Manage Human Resources.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<u>POST 20/133</u>	:	<u>DEPUTY DIRECTOR: TRAINING REF NO: DOE/86/2020</u> Directorate: HR Capacity Development
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg, Head Office An appropriate Bachelor's Degree or Diploma in the field of Public Administration/Human Resources with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Human Resource Development. Competencies: Knowledge of the Public Service Act, Public Service Regulations and all other relevant prescripts. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or procedures, Needs and priorities of stakeholders. Managerial functions. Skills: Analytical thinking, Planning and Organising. Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Financial Management. Change/Diversity Management. Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Reporting.
<u>DUTIES</u>	:	Manage the provision of training services for public services employees. Manage the co-ordination process for the provision of short courses and skills programmes. Manage the conducting of research and development of training manual on identified courses and skill programmes. Oversee the conducting of in-house training. (induction Course, Service Excellence etc.) Monitor the co-ordination of in-service training in the Department. Manage the resources of the component.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<u>POST 20/134</u>	:	<u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: DOE/87/2020</u> Directorate: Organisational Development
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE REQUIREMENTS : Pietermaritzburg, Head Office
: An appropriate Bachelor's Degree or Diploma in Organisation and Work-study /Production Management/Change Management coupled with 3-5 years management experience. Practical extensive experience in Organisational Development. Experience/Expertise in Change Management in large organisations. Computer literacy, valid driver's license. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting. Advanced report writing. Presentation skills.

DUTIES : Oversee the development and implementation of Change Management Policy and Guidelines. Manage the conduction of environmental assessment/analysis of the component. Manage the development and Implementation of Change and Diversity Management strategies. Manage the resources of the component.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/135 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DOE88/2020**
Directorate: Facilities Management & Auxiliary Services

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

CENTRE REQUIREMENTS : Pietermaritzburg, Head Office
: An appropriate Bachelor's Degree or Diploma in Public Administration/Property Management, Real Estate/Quantity Surveyor or equivalent qualification with 3-5 years management experience in administration. Computer literacy, valid driver's license. Competencies: Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.

DUTIES : Manage the renting/letting of educational facilities including official houses. Maintain database of all departmental buildings. Maintain all documentation (contracts) of all state properties lease and owned. Manage the occupancy of state houses. Liaise with Department of Public Works. Attend ROPAC Meetings. Constantly update and keep record of contracts. Manage and maintain renewal of contract. Oversee the maintenance of a record section 14 contract. Manage illegal occupation and cleaning of education site and liaise with municipalities. Manage the cleaning of education site and liaise with municipalities. Liaise with municipality on issues around basic services e.g. rate, light, water and sanitation. Attend site meetings with the service providers. Coordinate structural maintenance of departmental buildings and lease agreements. Manage resource of the component.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/136 : **DEPUTY DIRECTOR: AUXILIARY SERVICES REFE NO: DOE/89/2020**
Directorate: Facilities Management & Auxiliary Services

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

CENTRE REQUIREMENTS : Pietermaritzburg, Head Office
: An appropriate Bachelor's Degree or Diploma in Public Administration/Management or equivalent qualification with 3-5 years management experience in the auxiliary services environment Computer literacy. Valid Driver's licence Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial

management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

DUTIES : Monitor policies for Parking, Smoking, Telephone and Fleet Management and review policies. Draft Service Level Agreements for provision of cleaning, security, gardening, sanitation & Hygiene services, photocopier and telecom services. Manage and monitor the provision of official transport. Provide KZN vehicles to various offices. Monitor adherence to Fleet Management Policies. Manage and render office support services. Manage and monitor telecommunication and reception at Head Office buildings. Manage and monitor payment of private calls at Head Office Buildings. Manage and monitor duplication services at Head Office buildings. Provide and monitor security, cleaning, gardening and sanitation & hygiene services at Head Office buildings. Manage and monitor payment of all domestic accounts at Head Office. Monitor budget for payment of domestic accounts and provision of services e.g. security, cleaning, gardening, sanitation & hygiene, photocopier and telecom services. Develop, train and monitor performance of personnel. Manage the resource of the component (human resource, finance, physical etc.) Manage performance of employees, train and develop staff.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/137 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOE/90/2020: HEAD OFFICE**
Directorate: Facilities Management & Auxiliary Services

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

CENTRE REQUIREMENTS : Pietermaritzburg, Head Office
An appropriate Bachelor's Degree or Diploma in Environmental Science or equivalent qualification with 3-5 years management experience in Occupational Health and Safety environment. Valid Driver's licence. Competencies: Knowledge of OHS Act, Fleet Management, RSA Constitution, PSA, PSRLRA, PFMA, EPMDs, BCSA, Intergovernmental Relations, Framework Act, Project Management, SCM Practices and procedures and Treasury Regulations. Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.

DUTIES : Oversee the development and implementation of OHS prescripts. Workshop policy to all stakeholders. Ensure the various OHS Committees are in place. Arrange training for OHS representatives. Manage the identification of hazards and risks. Conduct inspection of buildings, identify possible hazards and risks, and take preventative measures. Ensure all OHS equipment's are functional and serviced regularly. Manage and monitor the implementation of OHS in the department. Conduct in loco inspector on site. Accompany an inspector on site. Participate in any internal/external OHS audit. Managing and monitoring administering of incidents. Manage the resource of the component.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/138 : **DEPUTY DIRECTOR: COMMUNICATION AND PUBLICATIONS REF NO: DOE/91/2020: HEAD OFFICE**
Directorate: Communication and Publications

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

CENTRE REQUIREMENTS : Pietermaritzburg, Head Office
An appropriate Bachelor's Degree or Diploma in Communication/Marketing/Public Relations or equivalent qualification with 3-5 years managerial experience in the Communication and Publications environment. Computer literacy, valid driver's license. Competencies: Knowledge of the Public Service Act, Public Service Regulations, PFMA Act and all other relevant prescripts. Strategic leadership and analytical skills.

DUTIES : Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Ability to manage Audio Visual Media. Ability to conduct communications research, review data and trends. Extensive knowledge on corporate communication and marketing. Extensive knowledge on website management and design. Extensive experience and ability to maintain caucus and individual members social media presence and use social media and any other new media efforts to effectively communicate the caucus and individual members messages.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/139 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE/95/2020**
 Directorate: Legal Services
 Re-Advertised: Interested applicants are encouraged to re-apply.

SALARY : R473 820 per annum
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : The Applicant must be in possession of an LLB a recognized Law Degree coupled with eight (8) years appropriate post qualification experience. Admission as an Attorney /Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage. Competencies: The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms World, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

DUTIES : The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State ,Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, providing general legal support to the Department to ensure that the goals of the Department are achieved.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

POST 20/140 : **ASSISTANT DIRECTOR: GENDER EQUITY REF NO: DOE/92/2020**
 Directorate: Public Participation & Community Liaison

SALARY : R376 596 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be attending monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers licence Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management,

		Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills.
<u>DUTIES</u>	:	Oversee and monitor the addressing of imbalances of targeted groups, including gender, youth and disability. Manage the conduction of sexual harassment, racial issues etc. Provide support on the conduction of workshops w.r.t. gender equity matters. Oversee District Offices with respect to. Public Participation & Community Liaison.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<u>POST 20/141</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROJECTS REF NO: DOE/93/2020</u> Directorate: Public Participation & Community Liaison
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be expected to attend to monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers Licence. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management, Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills.
<u>DUTIES</u>	:	Co-ordinate projects on poverty alleviation, skills development, etc. Oversee the administration of non-employee bursary awarding to deserving needy students. Co-ordinate investigations on drug abuse, abnormal (mischievous) and unrest behaviour at schools. Manage data base of Partners (Donors) for reporting of undertaken special projects. Promote the achievement of objectives of undertaken special projects. Promote the achievement of objectives prioritized by the MEC.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<u>POST 20/142</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOE/94/2020</u> Directorate: Human Resource Services Re-Advertised: Interested applicants are encouraged to re-apply.
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Human Resource with 3-5 years supervisory experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint).Competencies: Knowledge of Administration procedures, Public Services Regulations, Public Service Act, Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, reporting, relationship management, Public finance Management act (PFMA). Skills: Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, financial Management, Project Management, Ability to work independently, report writing.
<u>DUTIES</u>	:	Manage the handling of matters pertaining to Service conditions, the recruitment and selection process of head office based personnel, SMS Members and Office Based Educators and other HR matters for Head Office based Personnel. Manage the evaluation of qualifications. Prepare reports to

Deputy Director. Assist the Deputy Director to prepare responses to Parliamentary Committees such as Education Portfolio Committee. Assist the Deputy Director to prepare responses to the Auditor General, Public Protector, Human Rights Commission, Public Service Commission and other Oversight Structures. Manage the Resources of the Sub-Directorate.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5127

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 20/143 : **HEAD CLINICAL UNIT (MEDICAL) ENT REF NO:**
HEADCLINUNITENT/1/2020
Department: ENT

SALARY : R1 728 807 per annum (An all-inclusive flexible remuneration package) all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : An HPCSA recognised ENT qualification plus Current registration with the HPCSA as a Specialist in Otorhinolaryngology. At least three (3) years post registration experience as a Medical Specialist in ENT, preferably with post-registration experience at regional and tertiary level. Robust evidence of administrative, management and other leadership experience in academic and/or clinical roles in an ENT department. Knowledge, Skills Training and Competencies Required: Knowledge of human resources management including performance management; staff retention and recruitment strategies; maintenance of discipline and the promotion of sound labour relations. Sound knowledge of current health and public service legislation and policies and medical ethics. Sound experience with leading all aspects of Clinical governance. Liaising and co-ordinating work with multiple role players in multi-disciplinary work. Good leadership, decision making, analytical and communication skills. Ability to create and ensure a sound and conducive working environment.

DUTIES : Control and management of clinical and administrative services as delegated by the Head of Department. Be part of a team that ensures efficient management and equitable distribution of all resources in the Durban District ENT Complex and Drainage areas. Rotation into and active support of ENT services at all Durban ENT complex units, including regional hospital ENT units, as delegated by the Head of Department. Provide after-hours consultant cover for ENT. Provide leadership to ensure the achievement of priorities and output of the strategic plan of the co-ordinated province-wide ENT service, the hospital and the DOH. Development and implementation of continuous quality assurance programmes, implementing and co-ordinating community care and outreach programmes. Participating in all the teaching activities of the discipline, and being responsible for academic supervision, development of and participation in undergraduate and postgraduate training; Developing/supervising research and/or creative projects. The successful candidate will be expected to do commuted overtime.

ENQUIRIES : Dr LP Mtshali Tel No: (031) 2401124
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or sent through email to applications@ialch.co.za

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated

in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 11 September 2020

POST 20/144 : **MEDICAL SPECIALIST: ORTHOPAEDICS REF NO:**
MEDSPECORTHO/1/2020 (X1 POST)
 Department: Orthopaedics – Upper Limb and Outreach

SALARY : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime).
 Grade 2: R1 264 623 per annum all-inclusive salary package (excluding commuted overtime)
 Grade 3: R1 467 651 per annum (All-inclusive salary Package (excluding commuted overtime).

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : MBCHB or Equivalent. Registered HPCSA qualification as a specialist in Orthopaedics. Current Registration with the Health Professions Council of South Africa as an Orthopaedic Surgeon. Experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Experience required: **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. **Grade 3:** Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa recommendation: Experience and interest in Upper Limb Orthopaedic surgery. Knowledge, skills, experience and competencies: Sound clinical and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.

DUTIES : Incumbent to be based at IALCH with commitments to outreach within, and beyond the DFR as directed. Clinical: Purpose of Post: This post is primarily designed to provide orthopaedic services under the direction of the head of department. The individual will provide expert knowledge in the speciality of Orthopaedics Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. S/he is expected to engage in research and perform administrative functions as directed by the Head of Department. S/he will also participate in orthopaedic outreach programmes within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services as required, including but not limited to the Upper Limb unit. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Perform outreach within the metropolitan (clinics and theatre lists as directed by the head of department). Doctors have to be available after hours to provide relevant emergency cover as required. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in

		the field of orthopaedics. The successful candidate will be expected to do commuted overtime.
<u>ENQUIRIES</u>	:	Dr PV Ryan Tel No: (031) 240 2160
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	11 September 2020
<u>POST 20/145</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 35/2020</u> Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (All inclusive salary packages) Grade 2: R1 264 623 per annum (All inclusive salary packages) Grade 3: R1 489 665 per annum (All inclusive salary packages) (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.
<u>DUTIES</u>	:	Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Internal Medicine. 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. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. 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 the unit. Manage/supervise allocated human resources.

<u>ENQUIRIES</u>	:	Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, 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
<u>APPLICATIONS</u>	:	Dr R.S Moeketsi Tel No: (035) 901 7260/7273
<u>FOR ATTENTION</u>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block.
<u>NOTE</u>	:	Mr M.P Zungu
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2020 (Late applications will not be accepted)
<u>POST 20/146</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 36/2020</u> Urology
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (All inclusive salary packages) Grade 2: R1 264 623 per annum (All inclusive salary packages) Grade 3: R1 489 665 per annum (All inclusive salary packages) (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Urology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.
<u>DUTIES</u>	:	Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Urology. 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. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical

audits and continuous professional development activities in Ngwelezana Hospital and Region 4. 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 the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, 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 C.A Zietsman Tel No: (083) 653 0115
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020 (Late applications will not be accepted)

POST 20/147

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 37/2020**
 Dermatologist

SALARY

: Grade 1: R1 106 040 per annum (All inclusive salary packages)
 Grade 2: R1 264 623 per annum (All inclusive salary packages)
 Grade 3: R1 489 665 per annum (All inclusive salary packages)
 (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

DUTIES

: Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Internal Medicine. 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. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. 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 the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, 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. Ntsele Tel No: (082) 8254 136
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020 (Late applications will not be accepted)

POST 20/148

: **MEDICAL SPECIALIST (GENERAL SURGERY) GRADE 1 REF NO: NGWE 38/2020**
 General Surgery

SALARY

: Grade 1: R1 106 040 per annum (All inclusive salary packages)
 Grade 2: R1 264 623 per annum (All inclusive salary packages)
 Grade 3: R1 489 665 per annum (All inclusive salary packages)
 (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery .Appropriate Tertiary qualification in the Health Science (MChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery,Registration with the HPCSA as a Medical Specialist in General Surgery. A minimum of 3 years' appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as Medical Specialist in General Surgery, Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team,

DUTIES

: Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence. The Surgeon in this post will specifically have the following responsibilities: Primary responsibility: Oversight and development of the Burns unit. Co-oversight of the Trauma unit with a Trauma Surgeon. Participation in acute surgery and elective surgery as per the needs of the department. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery interiliac. Undertake regular wards rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/ regional level hospital. Manage/ supervise allocated human resources. Ensure equipment is maintained. Undertake administration of the Surgery unit and input into the unit's administration at Ngwelezana Hospital. Undertake undergraduate and post graduate training and support relevant clinical research and clinical trials in General Surgery at Ngwelezana Hospital. Assist with the setting of protocols for management for General Surgery. Assist with the development of clinical audit programmes at Ngwelezana Hospital and in the hospitals in Region 4. Develop measure to ensure quality assurance for the General Surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional ethical standards. Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology 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, Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital, Provide outreach to surrounding District Hospital that refers patients to Ngwelezana.

**ENQUIRIES
APPLICATIONS**

: Dr G Oosthuizen Tel No: 076 487 5998
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or handdelivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020 (Late applications will not be accepted)

POST 20/149 : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS/PRIMARY HEALTH CARE REF NO: PMMH/DMN/08/2020 (X1 POST)**

SALARY : R843 618 per annum. Other Benefits: (All-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital

: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse.1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Certificate of registration with SANC as a Professional Nurse. Proof of current year (2020) registration as a Professional Nurse with SANC. Proof of Computer literacy (MS office suite).Valid Driver's License. Experience: A minimum of 9 years appropriate/recognizable experience in Primary Health Care (PHC) after registration as a Professional Nurse with the SANC. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendation: Diploma/Degree in Nursing Administration. Knowledge, Skills Training And Competencies Required: Budgeting and Financial Management/Human Resource management Citizen Focus and Responsiveness/Diversity Management/Impact and Influence/Communication and Information Management/Managing Interpersonal Conflict /Networking/Problem Solving and Decision Making/Developing staff/ Performance management/Team Leadership/Project Management/Applied Strategic thinking/application of technology Extensive knowledge and experience in public and community health; policy directives informing the provisioning of primary health care in a developing environment.

DUTIES : Coordinate processes to monitor and evaluate the implementation of the District Health Plan and performance of primary health care services and systems within the Sub-Districts in line with public health indicators, norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Coordinate planning, monitoring and evaluation of service delivery within the sub-district. Implementation of early warning systems for timeous response in improving service delivery. Coordinate processes to ensure that primary health care services are provided within the Sub-District Service Area with adequate support by multi-disciplinary teams attached to the PHC clinics. Monitoring and integration of outreach teams. Coordinates services delivery innovations in preparation for universal health coverage through NHI. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems.

ENQUIRIES : Mr GBCTE Khawula Tel No: (031) 907 8506

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

FOR ATTENTION : Mrs TZ Makanya

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 04 September 2020

POST 20/150 : **DEPUTY MANAGER NURSING REF NO: EB6/2020 (X1 POST)**

SALARY : R843 618 – R949 842 per annum. All –inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules.

CENTRE REQUIREMENTS : East Boom Community Health Centre

: National Senior certificate/Matric/Grade 12 or equivalent. 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. Proof of current registration (2020) with the SANC.1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience at Management level. Valid Driver's License. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must

be endorsed and signed by Human Resource. Applications in possession of a foreign qualification must attach the evaluation certificate from SAQA to their application. Recommendation: Diploma/Degree in Nursing Administration. Computer Literacy Knowledge, Skills, And Experience: Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline. Effective supervisory, co-ordination, mentorship and report writing skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approach. Good verbal and written communication skills. Computer literacy and knowledge of, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial practices.

DUTIES : Provide leadership in a strategic direction in the nursing and supporting components. Delegate, supervise and coordinate the provision of effective and efficient patient care through the nursing process and practices. Formulate and implement nursing guidelines and policies. Knowledge of nursing care processes, practices, statutes, and other relevant legal frameworks, e.g. Nursing Act, Health Act, Batho Pele and Patient' Rights. Provide mentorship and supervision in the nursing supporting components. Execute duties and functions with proficiency in support of the vision and mission of the institution and the Department of Health. Execute good and fair practices in disciplinary procedure, conflict management and grievance procedure. Represent nursing component in the institutions executive committee. Demonstrate commitment to and support with National Core Standards, Ideal Clinic, Infection Control practices, Occupational Health, etc. Coordinate processes to monitor and evaluate the implementation of plans and processes to improve and meet targets set by the Department of Health. Monitoring and integration of outreach teams. Ensure the effective and efficient utilization of allocated resources, including the development of staff, procurement planning inputs and maintenance of the prescribed information management systems. Implementation of early warning systems for timeous response in improving service delivery. Coordinate processes to ensure that primary health care services are provided with adequate support by multi-disciplinary teams and supporting partners.

ENQUIRIES : Dr S. Chetty Tel No: (033) 264 4903
APPLICATIONS : East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to East Boom CHC, Human Resource Office, 541 Boom Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mr. S Ngcobo
CLOSING DATE : 04 September 2020

POST 20/151 : **MEDICAL OFFICER (PAEDIATRICS) GRADE1-3 REF NO: MO/PAEDS 01/20 (X1 POST)**

SALARY : Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
 Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
 Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)
 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 – Internal Medicine
REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The

appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department. Key Performance Areas to participate in the Vusithemba HIV Clinic (Paediatrics) to execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Paediatrics. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

- ENQUIRIES** : Dr N Naidoo Tel No: (031) 907 8111
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 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** : 04 September 2020
- POST 20/152** : **MEDICAL OFFICER GRADE 1 REF NO: ITSH 15/2020**
- SALARY** : **Grade 1:** R821 205 per annum. Other benefit: 22% rural allowance and commuted overtime.
Grade 2: R938 964 per annum. Other benefit: 22% rural allowance.
Grade 3: R1089 693 per annum. Other benefit: 22% rural allowance
- CENTRE** : Itshelajuba Hospital
- REQUIREMENTS** : Senior certificate/ Grade 12. MBCHB Degree or equivalent qualification PLUS registration certificate with the HPCSA as an independent medical practitioner. Current registration/proof of payment with HPCSA must be attached. Experience: **Grade 1:** One (1) year relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees of who is not performing community service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner. OR six (6) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign employees of who is not performing community service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner. OR Eleven (11) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign employees of who is not performing community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical supervisory skills. Ability to deal with all medical emergencies. Ability to access, diagnose and manage patients. Ability to work with multi-disciplinary team setting. Excellent communication skills. Knowledge of current Health Legislation and policies at service. Knowledge of national quality standards relating to primary health care. Information management and quality assurance programmes. Good team building, problem solver and effective decision maker. Ability to perform safe caesarean/obstetric emergencies.
- DUTIES** : Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual's patients to allow for continuity of care. Diagnose and evaluate patient's state of health. Provision of quality patient centered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and

on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated clinical service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filling/ completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department. Participate in quality improvement programmes, Clinical audits, peer review meeting and development of SOPs. Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

- ENQUIRIES** : All enquiries should be directed to Dr. SF Simelane Tel No: (034) 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x 0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provide on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicant. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S& T claims.
- CLOSING DATE** : 04 September 2020
- POST 20/153** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 41/2020**
Urology
- SALARY** : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
- DUTIES** : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.
- ENQUIRIES** : Dr C.A Zietsman Tel No: (083) 653 0115
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021,

		Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block.
<u>FOR ATTENTION NOTE</u>	:	Mr M.P Zungu
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2020 (Late applications will not be accepted)
<u>POST 20/154</u>	:	<u>CLINICAL MANAGER GRADE 1 REF NO: RVH 08/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R821 205 - R884 670 per annum (All inclusive salary package). (This inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules Other Benefits: Commuted Overtime as per departmental needs, Medical Aid (Optional) and 22% Rural Allowance.
<u>CENTRE REQUIREMENTS</u>	:	Rietvlei District Hospital
	:	Senior Certificate MBChB degree Diploma in HIV medicine Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 3 years' experience after registration with the HPCSA as a Medical Practitioner and relevant experience in the management of HIV Qualified applicants will be liable for the performance of commuted overtime as per the roster. Proof of experience from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Extensive medical, surgical knowledge and sound clinical skills Knowledge of health care system and medical ethics Knowledge of relevant acts, policies and regulations of the department of health Good team building and problem solver Excellent human, communication and leadership skills.
<u>DUTIES</u>	:	Provision of quality patient centered care for all patients Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases Provide medicine related information to clinical staff as may be required Undertake on-going care individuals patients to allow for continuity of care Maintain accurate health records in accordance with legal ethical considerations Train and guide staff and health associated professionals Actively participate in morbidity and mortality reviews Attend and participate in continuous medical education Participate in quality improvement programmes Ensure that cost effective service delivery is maintained within the respective department Attend to administrative matters as required Perform commuted overtime.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr NT Dabata- Hlaneki Tel No: (039) 260 5000
	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department, Rietvlei District Hospital.
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above

instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 September 2020
- POST 20/155** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 39/2020**
Oncology
- SALARY** : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
- DUTIES** : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.
- ENQUIRIES APPLICATIONS** : Dr S.R Cacala Tel No: (079) 848 9906, email: shas.cacala@kznhealth.gov.za
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr M.P Zungu
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the

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

- CLOSING DATE** : 04 September 2020 (Late applications will not be accepted)
- POST 20/156** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 40/2020**
Family Medicine
- SALARY** : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence Extensive medical, surgical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solver. Excellent human, communication and leadership skills.
- DUTIES** : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff including medical interns and health associated professionals. Actively participate in morbidity and mortality reviews. Attend, participate and make presentations in continuous medical education. Participate in quality improvement programmes. Ensure that cost-effective service delivery is maintained within the department. Attend to administrative matters as required. Visit clinics and other PHC facilities referring to Ngwelezana Hospital. Perform commuted overtime
- ENQUIRIES APPLICATIONS** : Dr O.C Harbor Tel No: (082) 781 2879
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr M.P Zungu
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship

and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 04 September 2020 (Late applications will not be accepted)
- POST 20/157** : **MEDICAL OFFICER: PLASTICS AND RECONSTRUCTIVE SURGERY REF NO: MOPLASTSURG/2/2020 (X1 POST)**
Department: Plastics and Reconstruction Surgery
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Nkosi Albert Luthuli Central Hospital
Registration with the Health Professions Council of South Africa as Medical Practitioner Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Previous surgical experience in a plastic surgery environment and FCS primary will be an advantage. Proof of completion of Community Service. Successful completion of FCS (SA) primary and/or intermediate examinations will be an advantage. **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years (5 years) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical course & ATLS course will be an advantage.
- DUTIES** : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

- CLOSING DATE** : 11 September 2020
- POST 20/158** : **MEDICAL OFFICER: RENAL REF NO: MO RENAL/2/2020 (X1 POST)**
Department: Renal
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital and DFR
: Registration with the Health Professions Council of South Africa as a medical practitioner. Senior Certificate. MBCHB degree. Proof of completion of Community Service. Driver's licence. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.
- DUTIES** : Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr. S Hariparshad Tel No: (031) 240 1258/ 031-240 1325
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

- CLOSING DATE** : 11 September 2020
- POST 20/159** : **MEDICAL OFFICER REF NO: MO CLINHAEM /2/2020 (X1 POST)**
Department: Clinical Haematology
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Proof of completion of Community Service Experience: **Grade 1:** No experience required after completion of Community Service. The appointment to grade 1 requires 1 (one) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine. Experience in working in an internal medicine unit will be considered in the candidates favour. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication negotiating, and planning, organizing and interpersonal skills. Ability to work under busy and stressful conditions.
- DUTIES** : Provision of Clinical Haematology services based at IALCH. Management of patients in the Haematology ward including Stem Cell Transplant Unit, Clinics and management of Haematology patients in outlying wards. Provision of afterhours (nights, weekends, and public holidays) call for the department at IALCH including weekend ward rounds. Manage designated areas of responsibility in the Clinical Haematology. Active involvement in the administration of the General Haematology and Haematology Oncology Clinics and Wards to optimize patient care. Assist In the implementation of guidelines, protocols and clinical audits. To attend and participate in the department's academic programme. Participate in overtime roster. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr S Parasnath Tel No: (031) 240 1904
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to applications@ialch.co.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants.

Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 11 September 2020
- POST 20/160** : **MEDICAL OFFICER: UROLOGY REF NO: MO URO/1/2020 (X2 POSTS)**
Department: Urology
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. **Grade 1:** No experience required from South African Qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.
- DUTIES** : Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.
- ENQUIRIES APPLICATIONS** : Dr EH Abdel Goad Tel No: (031) 2401179
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058, or sent through email to applications@ialch.co.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment

screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 11 September 2020
- POST 20/161** : **ASSISTANT MANAGER NURSING (SURGICAL) REF NO: NGWE 42/2020**
- SALARY** : R614 991 – R633 432 per annum, 8% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act, Public service regulations Patients' Rights Charter, Batho Pele principles, etc Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management Conflict management, Mentorship, supervisory and change management skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care in surgical wards. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital. Monitor and implement EPMDS. Monitor and implement National Standards, and ideal hospital initiative. Improve quality of care through reduction of patient complains, public complains. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified.
- ENQUIRIES** : Ms R.M Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA

Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 04 September 2020 (Late applications will not be accepted)
- POST 20/162** : **ASSISTANT MANAGER NURSING: SPECIALTY AREA (OBSTETRICS & GYNAECOLOGY) REF NO: RVH 09/2020 (X1 POST)**
- SALARY** : R614 991 – R692 166 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei District Hospital
 : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 /Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. Registration certificate with the South African Nursing Council as Professional Nurse. Proof of current registration with SANC:(2020 receipt) Minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post- basic in advanced midwifery At least 3 years of the period referred to above must be appropriate/recognizable experience at Management Level. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Occupational Health and Safety Act, Patient Right Act, Batho Pele Principles etc. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure etc. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight into the public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care computer skills in basic programs.
- DUTIES** : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures Provide supportive supervision and comply with EPMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation of EPMDS. Disaster Management, Monitor implementation of NCS and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and Monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES APPLICATIONS** : Mr MH Mbatha Tel No: (039) 260 5000
 : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X 501, Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website

- www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities.

- CLOSING DATE** : 11 September 2020
- POST 20/163** : **ASSISTANT MANAGER NURSING SPECIALTY**
(THEATRE/CASUALTY/HAST/INCLUDING OPD/ CSSD REF NO:
EMS/18/2020
- SALARY** : R614 991 - R692 166 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12)/ STD 10, Diploma/ Degree in General Nurse, Midwifery, a post Basic qualification in Operating Theatre Technique accredited with the SANC, proof of current registration with South African Nursing Council, a minimum of 10 years' experience in Nursing after registration as a Professional Nurse with SANC in General Nursing at least 6 years of the period referred above must be above appropriate/ recognizable experience after obtaining the one year Post Basic qualification in the relevant Speciality. At least 3 years of the period referred above must be the Experience at Management level. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Recommendation: Computer Literacy, Degree/ Diploma in Health/ Nursing Management/ Nursing Administration will be an advantage, Drivers License Knowledge & Skills Knowledge and sight into Nursing process and procedures, knowledge of Nursing status and other relevant legislative frameworks, knowledge of Health Care Service Delivery, knowledge of disciplinary process, 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. Nursing status and other relevant Public Service Acts legislation. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles, Supervisor and analytical skills.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within the standards and professional/ legal framework. As the manager for the complex ensure overall management and necessary support for effective functioning of unit. Foster team spirit and commitment among all categories of staff by upholding Batho Pele principles. Maintain clinical competence by ensuring that scientific principle of nursing are implemented. To monitor the preparation for operations and ensuring smooth running of the Theatre. Manage staff performance (EPMDS) in all your components. Deal with disciplinary issues, grievance and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Monitor the implementation of the CCMDD and MMC program. Participate in the analysis, formulating and implementation policies, practices and procedures. Participate in SCM, Financial Management process as determined

by PFMA. Ensure that a Health and Safety environment is maintained, conduct Risk Assessment. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards, IPC, Ideal Hospital Assessment and ensure compliance thereof, conduct Clinical audits. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and information management practices in Hospital against set standard with a view to identify and address problem areas harmoniously. Delegate, supervisor and co-ordinate the provision of effective, efficient and economical use of all allocated resource including Human Resources. Promote Ethics and Professional in the workplace. Ensure optimal clinical governance is adhered too in all the departments.

- ENQUIRIES** : Ms PPJ van der Plank Tel No: (036) 488 1570 (ext 8204)
- APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver's license (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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and travelling allowance will be paid for interview attendance.
- CLOSING DATE** : 04 September 2020 at 16:00
- POST 20/164** : **ASSISTANT MANAGER NURSING (SPECIALTY STREAM) REF NO: VRH 05/2020**
- SALARY** : R614 991 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital (Various Components)
- REQUIREMENTS** : Bachelor Degree/Diploma in Nursing and Midwifery. One (1) post basic diploma in Neonatal Nursing Science. A minimum of ten (10) years appropriate or recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least six (6) of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Proof of current registration with SANC (2020 Receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Knowledge, Skills, Training and Competencies Required: Knowledge of labour relations. Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Good verbal and written communication skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standard with a view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all

allocated resources, including human resources. Delegate, supervise and coordinate the provision of effective, efficient and economical use of all allocated resources including human resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in all initiatives which aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele Principles to meet the need and demands of the clients. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.

- ENQUIRIES** :
 - APPLICATIONS** :
 - FOR ATTENTION** :
 - NOTE** :
- Mrs. NJ Khumalo Tel No: (034) 9822111 Ext 5916
- All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
- Mr SP Nene
- 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. 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. Ref 13/2018. 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.
- 04 September 2020
- CLOSING DATE** :
- POST 20/165** :
- ASSISTANT MANAGER NURSING (MCWH) REF NO: EMS/20/2020**
Component: Maternal & Child Women’s Health (MCWH)
Re-advert
- SALARY** :
- R614 991 - R692 166 per annum, Plus 13th Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements).
- CENTRE** :
- Emmaus Hospital
- REQUIREMENTS** :
- Senior certificate/Grade 12 Diploma/Degree in general Nursing leading to registration with SANC as a professional Nurse and Midwifery. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science of which 3 years must be managerial experience. Institutional Degree/Diplomas must also be submitted for all qualification submitted. Proof of current registration with SANC Certificate of service endorsed by HR component in Nursing Administration. Recommendation Diploma/Degree in Nursing Administration, A valid Driver’s License Computer literacy Qualification in Nursing Administration. Knowledge & Skills health professionals Demonstrate effective communication with patient, supervisors, other and junior colleagues including more complex report writing when required work as part of multidisciplinary care team at unit level to ensure good nursing care by nursing team work efficiency and amicably at a supervisory level with persons of diverse intellectual culture racial or religious difference able to manage own work, time and that of junior colleagues to ensure proper nursing service in

<u>DUTIES</u>	: thee unit Demonstrate an in-depth understanding of legislation & related legal and ethical nursing practice and how this impacts on service delivery. : Provide antenatal, labour, post-natal and women health services. Provide pediatric preventive, curative and school health services. Implement standard practice criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individuals health care users. Facilitate and conduct perinatal and mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal & child care. Monitor Performance Management and Development System (PMDS). Ensure the observation of in patients on 24 hours basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of NCS, norms and standard. Participate in Sukuma Sakhe Project.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. P.P.J Van Der Plank Tel No: 036 488 1570 (ext. 8204) : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	: Human Resource Manager : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance.
<u>CLOSING DATE</u>	: 04 September 2020 at 16:00
<u>POST 20/166</u>	: <u>OPERATIONAL MANAGER REF NO: IMBALCHC 03/2020</u>
<u>SALARY</u>	: R562 800 per annum. Benefit: Plus 13th cheque, 8% Rural Allowance, Housing Allowance (provided the incumbent meets the requirements) - Employee must meet prescribed requirements and Medical Aid – Optional
<u>CENTRE</u>	: Midlands Mobile 1 Clinic under Imbalenhle Community Health Centre, Pietermaritzburg
<u>REQUIREMENTS</u>	: Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2020 receipt). Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Valid driver's license (Code EB). Computer literacy (Attach proof). Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) Plus Personal Print-Out of Service Record Where Applicable. Recommendation: Degree/Diploma in Nursing Administration. Training Certificate in Nurse initiated and management of ART (NIMART). Knowledge, Skills, Training & Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of

comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Evaluate and monitor compliance with clinical protocols, norms and standards within the mobile unit. Monitor implementation of performance indicators on a daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Work outside normal working hours and weekend according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic and ICDM. Ensure complaint management is functional of in the mobile unit. Supervise Satellite clinics, Family Health Team, School Health Team and Mobile unit in the absence of Assistant Nursing Manager.

**ENQUIRIES
APPLICATIONS**

: Mrs NM Chonco Tel No: (033) 398 9100 ext. 9140
 : Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg 3201.

NOTE

: NB: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE

: 04 September 2020

POST 20/167

: **OPERATIONAL MANAGER REF NO: HRT 03/2020 (X1 POST)**
 Component: Hartland Clinic

SALARY

: R562 800 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed. Requirements and Rural Allowance 12%

**CENTRE
REQUIREMENTS**

: Hartland Clinic
 : Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery. One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by Human Resource Department must be attached. Unendorsed valid Code B driver's license. Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics. Knowledge, Skills, Training And Competencies Required:- Knowledge and insight into Nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflicts management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES

: Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wad/unit ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.

<u>ENQUIRIES</u>	:	Ms TN Maphumulo Tel No: (034) 995 8500/80
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager, Edumbe Community Health Centre, P/Bag x 322, Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100 Human Resource Management Edumbe Main Street Paulpietersburg.
<u>FOR ATTENTION</u>	:	Mrs. EP Mdlalose
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	07 September 2020
<u>POST 20/168</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: VRH 06/2020</u>
<u>SALARY</u>	:	R562 800 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Vryheid District Hospital (Trauma & Resuscitation)
<u>REQUIREMENTS</u>	:	Bachelor Degree/Diploma in Nursing and Midwifery. Registration certificates with the SANC as Professional Nurse, Midwifery and Post-Basic in Trauma and Emergency. One (1) year Post-Basic qualification Diploma in Trauma and Emergency Nursing Science. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year Post-Basic qualification in the relevant speciality. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes, and other relevant legal framework. Knowledge of labour relations. Good verbal and written communication skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standard with a view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Delegate, supervise and co-ordinate the provision of effective, efficient and economical use of all allocated resources including human resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-

		development. Participate in all initiatives which aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele Principles to meet the need and demands of the clients.
<u>ENQUIRIES</u>	:	Mrs. NJ Khumalo Tel No: (034) 9822111 Ext 5916
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<u>FOR ATTENTION</u>	:	Mr SP Nene
<u>NOTE</u>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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. Ref 13/2018. 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. 04 September 2020
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/169</u>	:	<u>ASSISTANT MANAGER NURSING: AREA (MEDICAL AND SURGICAL WARD) REF NO: RVH 10/2020 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R614 874 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13 th Cheque (conditions apply), Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<u>CENTRE</u>	:	Rietvlei District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification. Basic R425 /Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Registration certificate with the South African Nursing Council as Professional Nurse. Proof of current registration with SANC:(2020 receipt) Minimum of 08 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Knowledge of South African Nursing Council (SANC) rules and regulations Decision making and problem solving skills Conflict Management and negotiation skills Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Leadership, organizational, decision making and problem solving skills Report writing skills, and time management skills, Good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies Knowledge of Public Service Policies, Acts and Regulation Knowledge on HIV/AIDS plus TB programmes.
<u>DUTIES</u>	:	Ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to allow for total patient care. Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources Formulate and monitor operational plan which is online

with the strategic plan of the hospital and department Assist in the implementation of priority programmes e.g National Core Standards Monitor and maintain standards set by accreditation bodies Formulate programmes and projects and ensure implementation thereof Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution Monitor and maintain standards set by the accreditation bodies Evaluate patients care programmes from time to time and make proposals for improvement that is supported by strong work ethics Ensure effective and efficient utilization of all resources allocated to in the unit Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained Provide expert advices concerning clinical management of patients.

ENQUIRIES APPLICATION

: Mr MH Mbatha Tel No: (039) 260 5000
 : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501, Stafford's Post, 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE

: 11 September 2020

POST 20/170

: **OPERATIONAL MANAGER NURSING: GENERAL STREAM (GRADE 1) GJC 10/2020**

SALARY

: R444 276 - R500 031 per annum. Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS

: GJ Crookes Hospital
 : Senior Certificate. Diploma/Degree in General Nursing Science and Midwifery) or Equivalent qualification that allows registration with SANC as Professional Nurse. Current registration (2020) with the SANC as a professional Nurse. A minimum of seven (7) years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department. Knowledge: Knowledge of nursing care processes and procedures nursing status and other relevant legal framework such as Nursing Act, Mental Health Act, OHS, Batho Pele and Patient Right Charter, labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiation, conflict handling and counseling. Financial and budgetary knowledge. Good insight of procedure and policies pertaining to nursing care. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, labour relation and departmental policies.

DUTIES

: Organization and monitoring of set objectives provided within the norms and standards of Nursing Profession and Act. Delegation of duties and ensuring its implementation. Ensure implementation and monitoring of EPMSD. Promote

open and transparent communication. Direct and indirect supervision of all human resource in the unit. Order and monitor appropriate levels of consumables according to the unit needs. Ensure availability, and management of medicine including potential harmful drugs. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the. Promote staff development and training. Proper data management within the unit. Promote professionalism and ethics within the unit. Promote quality of care through implementation of NCS.

- ENQUIRIES** : Ms PT Mkhize Tel No: (039) 978 7019
- APPLICATIONS** : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
- FOR ATTENTION** : Mr. JL Majola
- NOTE** : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
- CLOSING DATE** : 04 September 2020 at 16h00
- POST 20/171** : **CLINICAL PROGRAMME CO-ORDINATOR- CDC GR1: REF NO: ILE 05/2020 REF NO: ILE 05/2020 (X1 POST)**
Component: ILE: Communicable Diseases
- SALARY** : R444 276 per annum. Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions].
- CENTRE** : ILembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate recognizable nursing experience after registration as Professional Nurse and midwifery. Valid Driver's License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. 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. **NB:** Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Diploma in Primary Health Care **N.B:** All successful candidates/applicants will be subject to driving competency assessment prior to appointment.
- DUTIES** : Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from the public, health providers, private sector, etc. about communicable diseases affecting the community and communicates the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/ surveillance data which measure health practices in the District, in order to provide support and report on findings to district health management Network with other provincial department and NGO'S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support prevention and control of

	:	communicable diseases. Ensure establishment of establishment of highly motivated, well developed and adequate workforce.
<u>ENQUIRIES</u>	:	Ms. T.M. Banda (Deputy District Director: IDHSD) Tel No: (032) 437 3500
<u>APPLICATIONS</u>	:	Please Forward Applications To: The District Director: ILembe Health District Office, Private Bag x10620, KwaDukuza, 4450.
<u>FOR ATTENTION</u>	:	Human Resource Section
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/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. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	11 September 2020
<u>POST 20/172</u>	:	<u>CLINICAL NURSE PRACTITIONER – MOBILE CLINIC REF NO: UMP 13/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade2: R471 333 – R579 696 per annum
<u>CENTRE</u>	:	Umphumulo Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), accredited with the South African Nursing Council. Current (2020) council receipt Grade 1 : A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2 A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
<u>DUTIES</u>	:	Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Conduct training of Home Based Care; DOTS and other community representatives and volunteers within the district. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the

community needs are taken into account. Be involved in community meetings and committees. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

**ENQUIRIES
APPLICATIONS**

: Ms. N. M. G. Mkhize Tel No: (032) 4814132
 : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020

POST 20/173

: **PROFESSIONAL NURSE SPECIALTY MATERNITY ADVANCED
MIDWIFERY REF NO: ITSH 16/2020**

SALARY

: **Grade 1:** R383 226 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional).
Grade 2: R471 333 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional).

**CENTRE
REQUIREMENTS**

: Itshelejuba Hospital
 : Senior certificate/Grade 12. Or equivalent qualification, Degree/National Diploma in general Nursing and Midwifery, A post Basic qualification with a duration of least one year accredited with SANC in Advanced midwifery and Neonatal Nursing Science, Current registration with SANC as a General Nurse and Midwifery, 2020 SANC Annual practicing certificate (2020 receipt), proof current and previous experience endorsed by Human Resources Department
 Experience: **Grade 1:** A minimum requirements of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum requirements of 14 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. At least ten years of the period referred to above must be appropriate/ recognizable experience in the Maternity after obtaining the 1 year post qualification in Midwifery and Neonatal Nursing Science. Certificate of service must be attached as a proof of experience. Knowledge, Skills, Training and Competencies Required:

Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills-verbal and written leadership, interpersonal, problem solving, conflict management and decision make skills. Co-ordination and liaison skills. Knowledge and Public Service Policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele principles, Patient's rights Charter and Code of Conduct.

DUTIES : Perform clinical nursing in accordance with the scope of practice and nursing standard. To execute duties functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards sets by the accreditation process. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competency by ensuring that scientific principles of nursing care arte within the legal requirement. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinic guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES : All enquiries should be directed to Mrs. TG Msibi Tel No: (034) 413 4000
APPLICATIONS : All applications must be addressed to Itshelejuba Hospital Private Bag x 0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

NOTE : An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth . gov.za](http://www.kznhealth.gov.za) Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer , confirming current employer , confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provide on the z83, e.g. ref ITSH 1/2020. Please note that failure to comply with the above instructions will disqualify applicant. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S& T claims.

CLOSING DATE : 04 September 2020

POST 20/174 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 15/2020 (X1 POST)**
 Department: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276.per annum
 Grade 2: R471 330 – R579 696.per annum
 Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

CENTRE : Mandaba Clinic
REQUIREMENTS : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with

SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). 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.

Grade 01: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

ENQUIRIES : Mrs. SJ Nguse Tel No: (035) 833 5047
APPLICATIONS : Applications should be directed to: The Human Resource Manager: Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department: Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855

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

CLOSING DATE : 04 September 2020

POST 20/175 : **CLINICAL NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: HRT/4/2020**

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333.per annum
Other Benefits: 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.

CENTRE REQUIREMENTS : Hartland Clinic
Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allow registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative skills in Primary Health Care accredited with SANC. Registration certificate with SANC as a general Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Job Purpose: To provide effective and efficient health care services to the community. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and ethical nursing practices within a primary health care environment. Report writing skills.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and standards as determined for a primary health care facility. Promote quality of nursing care 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 ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure services in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance services delivery.

ENQUIRIES APPLICATIONS : Ms TN Maphumulo Tel No: (034) 995 8500/80
All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100Human Resource Management Edumbe Main Street Paulpietersburg

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

CLOSING DATE : 07 September 2020

POST 20/176 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 11/2020 (X1 POST)**
 Department: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276.per annum
 Grade 2: R471 330 – R579 696.per annum
 Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

CENTRE REQUIREMENTS : Nkandla Hospital Mobile Clinic
 : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). 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. **Grade 01:** A minimum of four (4) years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES : Assess clients' needs and make necessary interventions. Promote health status for the community at large by giving health education. Plan and conduct awareness according to community needs. Supervise junior nurses and do allocation Write reports to other Multi-Disciplinary Team members if necessary. Do overall management of staff in the mobile clinic in the absence of an Operational Manager. Assist in planning, organizing and execution of duties in the mobile clinic.

ENQUIRIES APPLICATIONS : Mrs. SJ Nguse Tel No: (035) 833 5047
 : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

FOR ATTENTION NOTE : Mrs. SG Masikane
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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

- CLOSING DATE** : 04 September 2020
- POST 20/177** : **PROFESSIONAL NURSE (SPECIALTY) REF NO: NKAH 12/2020 (X3 POSTS)**
Department: PAEDS and Neonatal
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 330 – R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance
- CENTRE REQUIREMENTS** : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Child Nursing Science. Current SANC receipt (2020). 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. **Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Child Nursing Science. Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provides direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mrs. SJ Nguse Tel No: (035) 833 5047
Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020

POST 20/178

: **PROFESSIONAL NURSE (SPECIALTY) REF NO: NKAH 13/2020 (X3 POSTS)**

Department: Maternity Ward

SALARY

: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 330 – R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

**CENTRE
REQUIREMENTS**

: Nkandla Hospital
: Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Midwifery and Neonatal Nursing Science. Current SANC receipt (2020). 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. **Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Midwifery and Neonatal Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES

: Provide overall management and necessary support to staff for effective functioning. Provision of optimal holistic specialized Midwifery Nursing Care

within set standards and professional/legal framework. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Participate in training, monitoring and research with a view to increasing the body of knowledge in midwifery practice. Provide quality patient care through setting of standards, policies and procedures. Provide nursing care that lends itself to improve service delivery by upholding Batho-Pele principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Identify and manage high risk clients early and accordingly to prevent and reduce the risk of maternal and infant mortality. Ensure the provision and supervision of patients' needs. Evaluate patient care programmes from time to time to make proposals for improvement.

**ENQUIRIES
APPLICATIONS**

: Mrs. SJ Nguse Tel No: (035) 833 5047
 : Applications should be directed to: The Human Resource Manager: Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 04 September 2020

POST 20/179

: **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) REF NO: MAD 15/ 2020**

SALARY

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

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
 : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Occupational Health. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2020) Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Grade 2 Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Occupational Health. Proof of Current registration with SANC (2020). A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must

be appropriate /recognizable experience after obtaining the one (1) year post basic qualification in Occupational Health. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required: - Knowledge of Nursing care processes and procedures. Primary Health Care and Occupational Health Care, knowledge on nursing processes and procedure, nursing status and other relevant legal framework. Good and sound knowledge of compensation for Health and Safety Act no 85 of 1983. Good communication, team building and interpersonal skills. Coordination and liaison, problem solving and report writing Batho Pele principles, Computer literacy, understanding of health programmes VIZ, HIV, TB, communicable and non-communicable disease

- DUTIES** : Provide support and assistance to ensure optimal health status for all employees in the institution and clinics. Roll out Occupational Health programmes for the hospitals and clinics Conduct medical surveillance program to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993 COID Act 130 of 1993 and other relevant legislation. Administering and practical implementation of relevant human resource management policies including those related to covid 19. Manage Occupational Health statistics and reports. Develop Occupational Health and safety training programs for employees (involving stakeholders with relevant experience).
- ENQUIRIES** : Ms. Z.E 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** : 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. 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. Post: EE Target (African Male)
- CLOSING DATE** : 04 September 2020
- POST 20/180** : **CLINICAL NURSE PRACTITIONER: VARIOUS CLINICS (PHC) REF NO. NGWE 43/2020**
- SALARY** : Grade 1: R383 226.per annum
Grade 2: R471 333 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : **Grade 1:** Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 14 years appropriate or recognizable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing, **Grade 2:** Diploma/ Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the referred above must be appropriate/ recognizable experience in Primary Health Care / Maternity after obtaining 1 year post basic qualification in Primary Health Care / Advanced Midwifery. Proof of working experience (certificate of service) endorsed by Human Resource. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence, courtesy and interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.

DUTIES

: Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES
APPLICATIONS**

: Mrs B.J Kubheka Tel No: (035) 901 7224
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

: Mr M.P Zungu
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results 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.
04 September 2020 (Late applications will not be accepted)

CLOSING DATE

:

POST 20/181

:

PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 44/2020
Critical Care

SALARY

:

Grade 1: R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum
(Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employeee must meet the prescribed requirements)

CENTRE REQUIREMENTS

:

Ngwelezana Tertiary Hospital
Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Critical Care Nursing , Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Critical Care, Burns Unit, Emergency Medicine after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

DUTIES

:

Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES APPLICATIONS

:

Ms RM Sithole Tel No: (035) 901 7258 / 7047

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Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION NOTE

:

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

CLOSING DATE

04 September 2020 (Late applications will not be accepted)

- POST 20/182** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 45/2020**
Orthopaedics
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Orthopaedics Nursing , Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in orthopaedics after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: (035) 901 7258 / 7047
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr M.P Zungu
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 04 September 2020 (Late applications will not be accepted)

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 18 September 2020 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. 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 Office of the Premier. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry_programme/. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Applicants are requested to visit the Office of the Premier website for additional information on the post.

MANAGEMENT ECHELON

- POST 20/183** : **CHIEF DIRECTOR: PROVINCIAL COMMUNICATION SERVICES REF NO: OTP: 09 / 20 / 01 (X1 POST)**
Branch: Stakeholder Management
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (all-inclusive package) (Level 14)
: Polokwane (Head Office)
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Communication Studies, Media Studies and Journalism) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Manage research and media liaison services. Improve capacity and efficacy of the Chief Directorate to deliver quality services. Manage corporate communication in the Province. Coordinate, monitor and evaluate implementation of the Provincial Communication Strategy. Provide strategic support and leadership to Communication Services in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027 / 6293 / 6441 / 6665 / 6308 respectively.

- POST 20/184** : **CHIEF DIRECTOR: STRATEGIC HUMAN RESOURCE MANAGEMENT REF NO: OTP: 09 / 20 / 02 (X1 POST)**
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (all-inclusive package) (Level 14)
: Polokwane (Head Office)
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, Human Resource Development) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Coordinate, monitor and evaluate implementation of Human Resource Management Practices in the Provincial Administration. Coordinate, monitor and evaluate implementation of Organizational Work-study and Job Evaluation in the Provincial Administration. Coordinate Labour Relations Services in the Provincial Administration. Coordinate Labour Relations Services in the Provincial Administration. Coordinate and monitor Employee Health and Wellness Programmes in the Provincial Administration. Coordinate and manage Career incidents of all Provincial Heads of Departments. Coordinate monitor and support the implementation of Human Resource, Labour Relations and Employee Health and Wellness policies, prescripts and programmes in all Provincial Departments. Standardise the implementation of Human Resource, Employee Health and Wellness, Organisational Work-study and Job Evaluation in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027 / 6293 / 6441 / 6665 / 6308 respectively.
- POST 20/185** : **CHIEF DIRECTOR: PROVINCIAL HRD STRATEGY AND POLICY REF NO: OTP: 09 / 20 / 03 (X1 POST)**
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (all-inclusive package)
: Polokwane (Head Office)
: NQF Level 7 (Relevant Bachelor Honours Degree / Postgraduate Diploma requiring a minimum period of study of three years in the related field e.g. Public Administration, HRM, HRD, Strategic Management) as recognized by the South African Qualifications Authority (SAQA). Minimum of ten (10) years' experience in the field and with five (5) years' experience at a Senior managerial level. A valid vehicle driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure the provision of strategic direction on the implementation of HRD strategy and policy within and outside the Provincial Administration. Ensure the coordination of Public Sector HRD Programmes across Provincial Departments. Ensure the coordination and manage Human Capital Investment and Research and youth skills development. Ensure the coordination of Performance Management Development System in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Moyaba ME/Kekana PL/Mgbo PM/Mokgalaka S or Mr. Chidi CS at Tel No: (015) 287 6027/6293 / 6441 / 6665 / 6308 respectively.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

The 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 posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.

- APPLICATIONS** : All application must be forwarded to: The Head of Department, North West Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre.
- FOR ATTENTION** : Director: Human Capital Management
- CLOSING DATE** : 04 September 2020
- 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 foreign qualifications 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. Candidate 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 appointment 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.

MANAGEMENT ECHELON

- POST 20/186** : **DIRECTOR: ARTS AND CULTURE REF NO: 2020/ACSR01/NW**
Chief Directorate: Arts and Culture
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year National Diploma or Bachelor's degree in the field of Arts and Culture, Heritage or any other relevant field A Postgraduate qualification in Social Science will be an advantage At least 5 years' proven experience in a managerial and leadership position. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: <http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Valid Driver's license Extensive knowledge and understanding of the arts and culture sector In-depth knowledge of Government legislation, policies and the National Programme of Action A high level of financial and people management skills The ability to inspire staff and communicate effectively in a wide range of situations Change and knowledge management skills Programme management and Service Delivery Innovation (SDI) Problem-solving and analytical skills Client orientation and customer focus Strong strategic and leadership abilities Good communication and interpersonal skills Good networking skills. Key Performance Areas: Develop and implement an SSME Development Plan geared towards the establishment of a business culture within the Creative Industries Sector Develop a sustainable, integrated Heritage Resource Management Plan involving the

community, thereby ensuring that they benefit from the heritage of the Province
 Develop a financial plan and budget management process
 Develop and manage a plan that promotes language development aimed at integrating society, thereby contributing towards the social cohesion project
 Develop a competency framework designed to measure performance of Human Resource within the Directorate
 Infuse Batho Pele culture into Directorate activities.

DUTIES : Provide strategic leadership as well as effective and efficient management and administration of the Arts, Culture and Heritage Directorate
 Oversee the interpretation and implementation of Arts, Culture and Heritage-related policies, as well as the development of regulations in line with the White Paper on Arts, Culture and Heritage, the Mmabana Act and Provincial Arts and Culture Council Act and other related legislation
 Promote and encourage access to, participation in and enjoyment of arts, culture and heritage activities
 See to the integration of arts and culture into all aspects of socioeconomic development
 Ensure timely preparation and submission of business plans, budgets and reports
 Advise the office of the Chief Director on matters related to arts, culture, heritage, language and museums
 Develop appropriate procedures relating to all aspects of the Directorate as well as procedures in terms of the new Public Service regulations
 Continuously study and analyse arts and culture policies, programmes and practices, so as to keep Senior Management informed of new developments
 Plan, implement and monitor the development of arts, culture and heritage physical resources such as art centres, museums and heritage sites and monuments
 Develop, maintain and monitor sound relations with all our stakeholders and partners
 Plan and develop proper research practices in relation to the national, international trends on all matters relating to the arts, culture, heritage and museums
 Develop and maintain appropriate records of all provincial and national heritage resources within the Province.

ENQUIRIES : Mr T Mabe Tel No: (018) 388-2902

POST 20/187 : **DIRECTOR: SPORTS MANAGEMENT REF NO: 2020/ACSR02/NW**
 Chief Directorate: Sport and Recreation

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in in Sport Management / Administration plus training and courses in Management Practices. A post graduate qualification in Sport Industry will be an added advantage. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: <http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Valid Driver's license. 5 Years' experience at a middle/senior managerial level in sport management/administration. Knowledge: Extensive knowledge and understanding of the sport industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Develop, manage and implement vibrant Community Sport Programs in the province. Coordinate the sport activities within municipal areas in partnership with municipalities, sport clubs, local associations, federations and North West Sport Confederation. Rendering of sport scientific support and sport excellence to athletes and the management of High Performance Academies. Manage and oversee the development of School Sport Mass Participation in partnership with relevant stakeholders such as Department of Education etc. Play oversight role on the functioning and effectiveness of North West Sport Commission and North West Sport Confederation. Conduct research and develop sport policies that will guide the department on sport matters. Report writing, presentation and facilitation skills. Strategic Management of the Directorate.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

- POST 20/188** : **DIRECTOR: RECREATION REF NO: 2020/ACSR03/NW**
Chief Directorate: Sport and Recreation
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year National Diploma or Bachelor's degree in Recreation Management or Sport Management and Administration. A post graduate qualification in Recreation Management or Sport Management Industry will be an added advantage. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: <http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Valid Driver's license. 5 Years' experience at a middle/senior managerial level in sport management/administration. Knowledge: Extensive knowledge and understanding of the sport and recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.
- DUTIES** : Develop, manage and implement Recreation programs in the province. Coordinate the recreation activities within municipal areas in partnership with municipalities, recreation structures. Play oversight role on the functioning and effectiveness of North West Provincial Recreation Council. Conduct research and develop recreation policies that will guide the department on recreation matters. Report writing, presentation and facilitation skills. Strategic Management of the Directorate.
- ENQUIRIES** : Dr V Mogajane Tel No: (018) 388 2907

OTHER POSTS

- POST 20/189** : **DEPUTY DIRECTOR: EXPENDITURE REF NO: 2020/ACSR04/NW**
Directorate: Financial Accounting
- SALARY** : R733 257 per annum (Level 11) (All Inclusive Package)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3 year Bachelor's Degree / National Diploma in Financial Management / Accounting or equivalent qualification. Minimum of five (5) years relevant experience in a public financial administration /financial reporting/ budget planning environment of which three (3) years should be at a Junior Management level/Assistant Director. Valid Driver's license Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines. A Valid driver's licence.
- DUTIES** : Oversee the overall management of the payment processes to suppliers including Transfers. Administer and manage payroll and ensure the employer's obligations as prescribed by the Receiver of Revenue (SARS) are met. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure compliance with the best practice accounting norms and standards. Establish and maintain effective, efficient and transparent system within the department. Preparation of Financial Statements and facilitate internal and external audits. Respond to internal and external audits. Ensure effective and efficient management of bookkeeping for purposes of improved service.
- ENQUIRIES** : Ms M Moleele Tel No: (018) 388 2661

<u>POST 20/190</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2020/ACSR05/NW</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3 year Bachelor's Degree/National Diploma in Financial Management/Accounting or equivalent qualification. Minimum of five (5) years relevant experience in a public financial administration/ Auditing and Internal/budget planning environment of which three (3) years should be at a Junior Management level/Assistant Director. Valid Driver's license Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Manage internal control, financial and related system (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to top management. Develop, implement and follow up on the post audit action plans. Manage and coordinate the internal and external audit process. Manage the coordination of assurance processes (e.g. audit committee process, response to external and internal auditor's queries, management responses) and departmental action plans to address identified control deficiencies. Manage the development, implementation and maintenance of a financial information retention/ repository system.
<u>ENQUIRIES</u>	:	Ms P Mojaki Tel No: (018) 388 2675
<u>POST 20/191</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 2020/ACSR06/NW</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in. Minimum of five (5) years relevant experience in Demand Management environment of which three (3) years should be at a Junior Management level / Assistant Director. Valid Driver's license. Knowledge: Sound understanding of the PFMA, Treasury Regulations and other related prescripts, Prescripts relating to Supply Chain Management. Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point).Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Consolidate the inputs to develop a departmental procurement plan .Develop, monitor and implement Departmental Procurement plan and Demand management Plan. Manage the consolidation, alignment of the budget and monitoring of Departmental Procurement Plan. Develop and manage a Departmental Sourcing Strategy. Implement sourcing strategy to monitor procurement plan. Manage, monitor and implementation of Procurement in line with Sourcing Strategy performance. Develop, manage, implement and monitor the demand management standard operating procedure. Link the system to integrate strategic planning procurement planning; needs analysis; and market analysis and standard bidding processes. Respond to internal and external audits.
<u>ENQUIRIES</u>	:	Ms T Naphakade Tel No: (018) 388 2471

POST 20/192 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2020/ACSR07/NW**

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3 year Bachelor's Degree or National Diploma in in Security Management. Minimum of five (5) years relevant experience of which 3 years' should be at an Assistant Director level. Valid Driver's license. Knowledge: Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and deliver to tight deadlines. Ability to work under pressure. Ability to work flexibly hours.

DUTIES : Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Ensure proper management of information security in the department. Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and Monitor the implementation thereof. Provide work environment services. The provisioning and maintenance of internal records management services. The provisioning of registry services. The provisioning of messenger services. The provisioning of cleaning services. Manage both human and financial resources of the Sub Directorates.

ENQUIRIES : Mr H Metsileng Tel No: (018) 388 2997

POST 20/193 : **DEPUTY DIRECTOR: SPORT PROMOTION REF NO: 2020/ACSR08/NW**
Chief Directorate: Sport and Recreation

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration. Valid Drivers' license. Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level/Assistant Director. Broad knowledge and skills of the following: Project Management; Event Management; Capacity Building; People Management and Labour Relations background. Deep knowledge of the legislative and regulatory environment informing Sport and Recreation. Working knowledge of systems relating to Sport and Event Management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing, presentation and facilitation skills. Proven project management skills.

DUTIES : Facilitate and Coordinate the development of Sport Programmes. Facilitate the establishment of sport structures/clubs. Ensure Provincial Sport Council Support. Ensure transformation, monitoring and intervention in federation disputes. Subordinate supervisor and management.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

POST 20/194 : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 2020/ACSR09/NW**
Chief Directorate: Arts and Culture

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in. Fluent in at least two official language of the North West Province. A Minimum of five years' experience in a managerial position, preferably in a Language environment of which three (3) years should be at a Junior Management level / Assistant Director. Understanding of how government functions and knowledge of Public Service Policies. Excellent financial acumen and knowledge of the MTEF of government and the implementation thereof. Good interpersonal, communication (verbal and written) and leadership skills. Computer Literacy. Driver's license.

DUTIES : Manage and co-ordinate language development, policy, planning, promotion, translation and editing (especially in the official language of the province). Manage the human resources and budget of the Sub-directorate. Manage the implementation of government policy and any new legislation. Manage and implement the strategic planning and budgeting process. Ensure an environment where the protection and advancement of language rights is

omnipresent. Manage the translation, proofreading, linguistic and stylistic correction of documents. Facilitate the establishment of Language Desk in all departments and municipalities. Manage liaison with government departments, municipalities, and structures such as NLS, LRDC and PanSALB. Manage the compilation and maintenance of a language data bank. Report to the Director and submit regular reports. Handle external enquiries pertaining to the work of the Sub-directorate. Participate and serve in major ad-hoc projects of the Directorate.

ENQUIRIES : Mr T Mabe Tel No: (018) 388 2797

POST 20/195 : **DEPUTY DIRECTOR: RECREATION PROGRAMMES REF NO: 2020/ACSR10/NW**
Chief Directorate: Sport and Recreation

SALARY CENTRE : R733 257 per annum (Level 11) (All Inclusive Package)
: Head Office, Mmabatho

REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration plus training and courses in Management Practices. Valid Driver's license. Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level / Assistant Director. Knowledge: Extensive knowledge and understanding of the recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Develop and facilitate the implementation of recreation programmes. Ensure promotion and support for recreation initiatives and opportunities. Ensure support for recreation structures and clubs in the province. Manage the development and implementation of recreation policies and strategies. Liaise with municipalities to develop recreation facilities. Strategic Management of the unit.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

POST 20/196 : **DEPUTY DIRECTOR: COMMUNITY SPORT REF NO: 2020/ACSR11/NW**
Chief Directorate: Sport and Recreation

SALARY CENTRE : R733 257 per annum (Level 11) (All Inclusive Package)
: Head Office, Mmabatho

REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration. Valid Drivers' license Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level / Assistant Director. Key Competencies: Extensive knowledge and understanding of the sport industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Facilitate and Coordinate the development of Sport Programmes. Facilitate the establishment of sport structures/clubs. Ensure Provincial Sport Council Support. Ensure transformation, monitoring and intervention in federation disputes. Manage the development and implementation of recreation policies and strategies. Liaise with municipalities to develop sport facilities. Strategic Management of the unit.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

<u>POST 20/197</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: 2020/ACSR12/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent, or A N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's licence. 3 to 5 years (junior management) appropriate experience. Knowledge: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilisation of equipment, stores and expenditure. Supervise the performance and conduct of Works Inspectors.
<u>ENQUIRIES</u>	:	Mr M Mosimane Tel No: (018) 388 2851
<u>POST 20/198</u>	:	<u>SERVICE POINT MANAGER REF NO: 2020/ACSR13/NW</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Ngaka Mordir Molema District (Ratlou Service Point)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Social Sciences and/or Management or equivalent qualification At least 3-5 years' experience at supervisory level (junior management) Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Valid Driver's licence. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs Supervise and support all service point employees to ensure implementation and management of programmes in the service point Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders Manage and supervise the achievement of the service point Compile reports of the departmental programmes Coordinate skills development and skills audits of staff Manage budget, revenue collection and usage of resources Liaise with all existing structures at service point Ensure adherence to occupational health

		and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr T Tumane Tel No: (018) 388 2821
<u>POST 20/199</u>	:	<u>SERVICE POINT MANAGER REF NO: 2020/ACSR14/NW</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Bojanala District (Kgetleng Service Point)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Social Sciences and/or Management or equivalent qualification At least 3-5 years' experience at supervisory level (junior management) Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Valid Driver's licence. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs Supervise and support all service point employees to ensure implementation and management of programmes in the service point Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders Manage and supervise the achievement of the service point Compile reports of the departmental programmes Coordinate skills development and skills audits of staff Manage budget, revenue collection and usage of resources Liaise with all existing structures at service point Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr A.R.P. Sekati Tel No: (014) 594-8500
<u>POST 20/200</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2020/ACSR15/NW</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in in the field of internal Auditing. 3-5 years' experience in Internal Control and/or Internal Auditing field of which 2 is on a supervisory level. A valid driver's license. Demonstrate in detailed technical knowledge of PFMA, Treasury regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Knowledge: The use of computer/laptop. Report writing. Presentations. Be able to interact in groups. High level of professionalism. Independent, Objectivity and independence, Attention to details and confidentiality. Verbal and writing skills. High level of resilience.
<u>DUTIES</u>	:	To plan, organise and carry out the internal control functions of the Department, CO-ordinate internal and external audits, Develop, implement and report on the internal and external audit action plans. Develop and review compliance procedures within the Department.
<u>ENQUIRIES</u>	:	Ms P Mojaki Tel No: (018) 388 2675
<u>POST 20/201</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: 2020/ACSR16/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Monitoring and Evaluation or Planning or Public Management and equivalent. 3-5 Years' experience in the field of Planning, M&E of which 2 years must be at a Supervisory level. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies. Good planning

- and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate, analyse, monitor and evaluate the Departmental programmes. Provisioning of executive support to the Department. Coordination of Management Performance Assessment tool. Consolidate and produce performance to date reports. Consolidate quarterly reports and produce annual performance report. Compare monthly performance with targeted achievements. Prepare management information, reports and statistics. Supervision of staff.
- ENQUIRIES** : Mr M Mosimane Tel No: (018) 388 2851
- POST 20/202** : **ASSISTANT DIRECTOR: RECORDS ADMINISTRATION REF NO: 2020/ACSR17/NW**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in Public Administration, Political Science, History, Information Management, Archival science or Records Management, coupled with 3-5 year experience in state Archives and Records Services of which 2 years must be at a Supervisory level, Computer literacy, A Valid driver's licence. Skills: Excellent Inter personal skills, report-writing, administrative and organisational skills Good management skills and an understanding of the Records Administration environment. Overall excellent verbal and written communication skills.
- DUTIES** : Designing, evaluation and implementation of records classification systems of governmental bodies, implementation appraisal and disposal of records management programmes in governmental bodies, Design and implement training programme and courses for registry/ records management in government bodies, Design and implement records management inspection programme to ensure compliance and proper records management in governmental bodies, Provide professional support and guidance on designing and implementation of mandatory records control tools such as records management policy, Registry Procedure Manual, section 14 PAIA Manual and prescribed registers in records management, Manage resources and central registry of the sub-directorate. Prepare management information, reports statistics and reporting. Supervision of staff.
- ENQUIRIES** : Mr. F. Mkhize Tel No: (018) 388 3986
- POST 20/203** : **ASSISTANT DIRECTOR: BOJANALA DISTRICT LIBRARY REF NO: 2020/ACSR18/NW**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Bojanala District
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in in Library and Information Science. 3-5 years relevant experience of which 2 years must be at a Supervisory level. Valid driver's license and willingness to travel. Good communication skills. Computer skills. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills. Proven experience of office systems management Overall excellent verbal and written communication skills.
- DUTIES** : Manage the operations of the District Library, Monitor, and support and provide guidance in the provision of community library services in the District, Manage transfer payments and provide assistance in the implementation of the Conditional Grant for Community Libraries. Manage the human and financial resources. Prepare management information, reports statistics and reporting.
- ENQUIRIES** : Ms R. De Klerk Tel No: (018) 388 3964
- POST 20/204** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2020/ACSR19/NW**
Human Resource Development Unit
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in Degree in Human Resource Management/Public. 3-5 Years' relevant experience in the field of which 2 years must be at a Supervisory level years must have been at supervisory

		level. Computer literacy. A valid driver's license. Knowledge: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	The co-ordination of skills development procedures in the department. The monitor and the implementation of Skills Development administration in the directorates and districts. Review and advice on the implementation of Skills Development in all Department policies, projects and programmes. Assist line management in ensuring compliance with the Skills Development Act and Regulations. The development and preparing of annual training and reports on Skills Development. Coordination of Bursaries, Internships, Experiential learning and Learnerships programmes. Development of the WSP Quarterly and Annual reports on Human Resources Development. Liaison with line function SETAs and coordination of SETA grants. Coordinate Skills Audit and prepare training plan.
<u>ENQUIRIES</u>	:	Mr I Mmusi Tel No: (018) 3884048
<u>POST 20/205</u>	:	<u>PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2020/ACSR20/NW (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Head Office, Mmabatho
	:	A 3-year National Diploma or Bachelor's degree in relevant experience in Labour Relations. 2-3 years' relevant experience. In-depth knowledge of related legislation such as the PSA, PSR, LRA, BCEA and PFMA. Proven exposure to collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Valid driver's license and willingness to travel. Computer literacy ad Persal training.
<u>DUTIES</u>	:	Implement labour legislation. Advise and consult with line managers on labour relations matters. Proactively project and manage departmental risk on industrial action. Maintain labour relations database in the Department. Implement and maintain all labour relations programmes, policies and interventions for the Department. Prepare and provide relevant reports to the Head of the Human Resource Management.
<u>ENQUIRIES</u>	:	Mr L Ntsevu Tel No: (018) 388 4044
<u>POST 20/206</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: 2020/ACSR21/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Mahikeng Head Office
	:	A 3-year National Diploma or Bachelor's degree in Accounting or Financial Management 2-3 years' relevant experience Knowledge of the Public Finance Management Act/Treasury Regulations and Performance Management Development System Good interpersonal relations Analytical and problem-solving skills Supervisory skills Communication and negotiation skills Computer literacy. A Valid driver's licence.
<u>DUTIES</u>	:	Authorisation of payment voucher. Process payments on Walker/BAS. Monthly compilation of payments reports. Respond to audit findings and correct audit exceptions from auditors. Reconciliation of creditors' payments. Follow up on outstanding payments. Scrutinise supporting documents for expenditure items to identify potential unauthorised, fruitless and wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions. Supervise the verification of the accuracy and timeliness of payments recorded. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms K Marumo Tel No: (018) 388 2684
<u>POST 20/207</u>	:	<u>SENIOR ADMIN OFFICER: MONITORING AND EVALUATION REF NO: 2020/ACSR22/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Head Office, Mmabatho
	:	A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management or equivalent qualification with 2-3 years' experience in NPO environment. Knowledge and understanding of

legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate reporting (Monthly, quarterly, and annual reporting). Validate reported performance information. Coordinate evaluation of the Departmental programmes. Coordinate, analyses, monitor and evaluate the Departmental Programmes. Oversee the evaluation programmes for the Department. Analyze and report on performance of Departmental programmes. Provisioning of Executive support. Coordination of reports for Social Clusters, legislature etc. Coordination of Management Performance Assessment Tool. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Participate in Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 20/208 : **PRINCIPAL LIBRARIAN REF NO: 2020/ACSR23/NW**
Library Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Dr. Ruth Segomotsi Mompati District Library: Vryburg
REQUIREMENTS : Degree in Library or Information Studies (B.Bibl or B. Inf) or a Post graduate diploma in Library & Information Studies; 3 years' experience in Community Library Services, Valid driver's licence and willingness to travel, Supervisory skills. Skills: Good verbal and written communication skills. Interpersonal relations, time management, office management and administration skills. Good computer literacy in Microsoft Office Suite. Ability to work under pressure and deliver to tight deadlines.

DUTIES : Provide guidance and support to community libraries in the District; Monitor and evaluate performance of community libraries in the District; Consolidate. Analyse and submit monthly statistical reports of community libraries. Manage collection of the District Library. Prepare management information, reports statistics and reporting to management. Supervision of staff.

ENQUIRIES : Mr J.Govender Tel No: (053) 927 1190

POST 20/209 : **GRAPHIC DESIGNER REF NO: 2020/ACSR24/NW**

SALARY : R316 791 per annum (Level 08)
CENTRE : Mahikeng, Head Office
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in in Communication or equivalent qualification. 2-3 years' experience in graphic design or equivalent qualification. Computer literate. Valid driver's license. Competencies and Attributes: Good communication skills. Planning and organizing skills. Creativity. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network and diplomacy.

DUTIES : Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients' communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of human resources, finance and assets.

ENQUIRIES : Mr S Sebolewe Tel No: (018) 388 2763

<u>POST 20/210</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2020/ACSR25/NW</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in and 2-3 years' relevant experience in Human Resource Management. Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management experience. Valid driver's license.
<u>DUTIES</u>	:	Develop and implement effective performance management system. Manage submission of work plans and performance agreement. Ensure that job descriptions are developed and signed by all employees. Conduct and manage first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment and plans as well as alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.
<u>ENQUIRIES</u>	:	Mr X March Tel No: (018) 388 2722
<u>POST 20/211</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: 2020/ACSR26/NW</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification or secretarial diploma or equivalent qualification, coupled with extensive practical experience in rendering support service to senior management. 2-3 years relevant secretariat experience. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation, self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial management. A driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Financial Officer. Render administrative support, including proper record keeping to the Chief Financial Officer. Organise meetings and ensure logistical services/arrangements in the office. Provide support in the administration of the office budget. Study the relevant public Service, financial and departmental prescripts/policies, as well as other relevant documents and ensure application thereof.
<u>ENQUIRIES</u>	:	Ms P Mojaki Tel No: (018) 388 2675
<u>POST 20/212</u>	:	<u>ACCOUNTING CLERK: PAYROLL ADMINISTRATION REF NO: 2020/ACSR27/NW</u> Directorate: Finance
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Relevant work experience will serve as an added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury regulations. Knowledge of basic financial operating systems (BAS, and PERSAL). Skills: Good verbal and written communication skills, Ability to

meet deadlines and work as a team, Computer literacy, Basic numeracy skills, Accuracy and attention to detail.

DUTIES : Collect PERSAL output and IRP5s at distribution centre Sort IRPs, payroll and distribute payslips for certification by Payroll Masters Post schedules to third parties File all documents Deposit all warrant vouchers. Perform any other duties as requested by supervisor.

ENQUIRIES : Ms B.R Manyeneng Tel. (018) 388 4896

POST 20/213 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2020/ACSR28/NW**

SALARY : R173 703 per annum (Level 05)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : Grade 12 Certificate or equivalent. Relevant work experience will serve as an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic Supply Chain Management systems (CSD and WALKER). Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organising skills. Good communication skills.

DUTIES : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Knowledge: Sound understanding of the PFMA, Treasury Regulations and other related prescripts, Prescripts relating to Supply Chain Management. Sound knowledge of Government policies, legislations and intergovernmental relations Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point). Knowledge of basic Supply Chain Management systems (CSD and WALKER) Duties: To implement PPPFA and appropriate goals per commodity in terms of preferential procurement policy objectives, Supply Chain Management policies, prescripts and practice notes. Implementation of the departmental financial delegation. Provides administrative support in the quotation processes. Render general clerical support services.

ENQUIRIES : MS T Naphakade Tel No: (018) 388 2471

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

CLOSING DATE : 07 September 2020
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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following posts is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

OTHER POSTS

POST 20/214 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO. AGR 38/2019 R2 (X2 POSTS)**

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
 Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
 Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Agriculture, Western Cape Government
 : An appropriate Science degree BSc (Hons) or a 4-year BSc degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science or Agricultural Science; A minimum of 3 years post qualification animal science research experience; A valid code B driving licence. Recommendation: Active member of SASAS. Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; To perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/215 : **PROJECT COORDINATOR: RURAL DEVELOPMENT: FARM WORKER DEVELOPMENT, REF NO. AGR 31/2020**

SALARY : R376 596 per annum (Level 9)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An Appropriate 4-year Business/Public Administration degree; A minimum of 5 years' experience in stakeholder liaison and project planning, management and coordination; A Valid Code B driving licence. Competencies: Knowledge of the following: PFMA, SCM prescripts and financial record keeping processes; Proven computer literacy (MS Office); Communication (written and verbal), leadership and presentation skills; Data Management, collection and processing of data; Problem solving (Research skills); Time management and

<u>DUTIES</u>	: ability to work under pressure (project management practices); Ability to deal with a diverse spectrum of stakeholders within the sector: Networking skills. : Coordinate all administrative functions for all Rural Development (RD) projects and ensure that sound systems are developed, implemented, maintained and constantly improved in support of comprehensive record keeping, information sharing, tracking and reporting on all RD projects inclusive of tracking, monitoring and dissemination of information on all rural safety matters as reported to the Department; Facilitate and drive all administrative and financial associated aspects involving budget project projections, cash-flow in line with business plans inclusive of liaison with safety structures in the province and; Coordinate all RD inputs on behalf of the WCDoA to the BizProjects facility inclusive of inputs to eg. provincial dashboard platform or data platform for rural safety, for sign-off by the host of such a platform; Provide the following: Strategic support in collation, analysis, consolidation of information related to RD funded projects or other broader stakeholder projects, bringing effect to an integrated RD approach: Specific support to senior management in preparing plans, presentations, reports or publications on specific content which may be project focused or of a broader nature including reports on rural safety matters and support to the IMC (Inter-ministerial Committee and Technical Rural Safety Committee); Support to the office of the CD by preparing inputs related to the Annual Performance Plan Quarterly Reports (indicator schedule, QPR and consolidated narrative reports), Annual reports, Ministerial enquiries, Parliamentary Questions , questions on rural safety and Internal Control Queries; Effective project planning, project management and stakeholder liaison, communication and coordination.
<u>ENQUIRIES APPLICATIONS</u>	: Mr D Chitepo at Tel No: (021) 808 5294 / 5362 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 20/216</u>	: <u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO. AGR 75/2019 R1</u>
<u>SALARY</u>	: Grade A: R311 859- R332 799 per annum (as per OSD prescripts) Grade B: R353 226 - R380 775 per annum (as per OSD prescripts) Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	: Agriculture, Western Cape Government : A 3 year tertiary qualification (National Diploma/B-Degree) in Animal Science; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in Animal Science; 3 years post qualification relevant technical (scientific) experience in Animal research or an Animal management environment; A valid Code EB (or higher) driving licence. Recommendation: Registered with South African Society for Agricultural Technologists (SASAT); Experience in the management of Wool Sheep flocks and the recording of research data. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.
<u>DUTIES</u>	: Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Human capital development; Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
<u>ENQUIRIES APPLICATIONS</u>	: Dr A Scholtz at Tel No: (082) 900 2638 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 20/217 : **FARM AID: RTD-FARM SERVICES (OUDTSHOORN) REF NO: AGR 27/2020**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Competencies: Good understanding of the following: General farm work; Ostriches; Irrigation of Lucerne on land; Communication skills.

DUTIES : Perform general farm work: Planting, harvesting, irrigation, loading and offloading; Routine activities; Cleaning of facilities; General activities will entail animal production and researching.

ENQUIRIES : Mr S Engelbrecht at (044) 203 9408
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1)
Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to
Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to,
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 07 September 2020

POST 20/218 : **FARM AID: RTD-FARM SERVICES (WORCESTER VELD RESERVE) REF NO. AGR 28/2020 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendation: Experience in the following: Working in seed production; Performing general farm work. Competencies: A good understanding on how to perform farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); General farm work; Ability to work independently, as well as part of a team; Handling of power tools and tractor implements; Communication skills.

DUTIES : Perform the following general activities: Crop production: Irrigation of crops; Soil cultivation and preparation; Livestock: Care for sick livestock; dipping, vaccination and dosing; Cleaning of facilities; Disposal of farm waste material; Maintain roads, fences, pipelines, canals, dams, drinking troughs, animal housing and buildings; Maintain windmills and the water supply system.

ENQUIRIES : Mr R Swart at Tel No: (021) 808 7809
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to,
Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to
Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to,
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 07 September 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 07 September 2020
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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following posts is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

OTHER POSTS

POST 20/219 : **ASSISTANT DIRECTOR: SKILLS INCENTIVES, SKILLS DEVELOPMENT REF NO. DEDAT 15/2020 (X2 POSTS)**
12-Month Contract Period)

SALARY : R376 596 per annum, plus 37% in lieu of service benefits.
CENTRE : Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years' administrative experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; People Management processes; Labour Relations; Problem solving, facilitation and presentation skills; Communication (written and verbal) skills; Policy analysis skills; Organising, conflict management and interpersonal skills; Analytical thinking; Financial and administrative skills; Ability to interpret and apply relevant policies and procedures.

DUTIES : Administer sources of skills funding; Coordinate and maintain partnerships between Western Cape Government and institutions for skills funding; Facilitate the implementation of available skills funding related to appropriate skills projects; Administer specific sector skills funding incentives from the various SETA's; Implement skills plans for priority sectors, economic partnerships stakeholders for skills funding (line functions); Administer internships and stipend payments.

ENQUIRIES : Mr N Joseph at Tel No: (021) 483 9011
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/220 : **ADMINISTRATION CLERK: SKILLS DEVELOPMENT AND INNOVATION, REF NO. DEDAT 16/2020 (X7 POSTS)**
12 Month Contract Period

SALARY : R173 703 per annum (Level 05), plus 37% in lieu of service benefits
CENTRE : Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Proficiency in excel (data capturing); Excellent filing and records keeping. Competencies: A good understanding of the following: Job knowledge; Interpersonal relations; Flexibility; Ability to work in a team and independently; Planning and organising; Proven computer literacy; Written and verbal communication skills.

DUTIES : Render general clerical support service; Provide supply chain clerical support services within the component; Provide personnel administration and clerical support service within the component, Provide financial administration support services in the component.

ENQUIRIES : Mr N Joseph at Tel No: (021) 483 9011
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF EDUCATION

CLOSING DATE : 07 September 2020
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 20/221 : **HEAD OF DEPARTMENT: EDUCATION REF NO: DOE 2020-01**

SALARY : R1 978 533 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance

CENTRE : Education, Western Cape Government
REQUIREMENTS : Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Additional Requirement: Successful completion (with appointment) of the Certificate for entry into the SMS. Note: A requirement for appointment at Head of Department Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organisational and people management skills; The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Strategic management, guidance and advice in providing educational planning services, managing curriculum development, assessment and examination services and managing of educational institutions, management structures and the coordination of program delivery. Drive the development and implementation of the Provincial Education Strategy as well as the departmental strategic planning process. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Manage and engage all spheres of government in integrated educational development and support services through programmes and projects. Optimise communication and stakeholder relationships with educational stakeholders and partners. Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES : Ms LS Esterhuysen (+27 21 483 5856 / 083 629 3244)
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 07 September 2020
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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/222 : **CHIEF TOWN AND REGIONAL PLANNER: REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP): DEVELOPMENT FACILITATION REF NO: EADP 27/2020**
(18 Month Contract Position)

SALARY : R898 569 per annum (OSD as prescribed).
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS :

B Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years post qualification town and regional/planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid code B driving licence. Recommendation: Proven intensive experience and track record in design and production of plans at scale (Must provide a portfolio of evidence upon request); Ability to use open source design or CAD software at a moderate to high level. Competencies: Knowledge of and proficiency in spatial planning and land use management legal and operational compliance, as well as management systems, principles, processes and best practice; Knowledge and Proficiency in programme and project management; Ability to perform related research and development; Good communication skills (written and verbal) and strong report writing skills; Ability to work independently and within a team; Computer literacy (Microsoft - MS Office site).

DUTIES : Assist in the identification, design and implementation of Regional Socio-Economic Programme (RSEP) projects in the municipalities; including providing conceptual design services across the Western Cape and Regional Socio-Economic Programme (RSEP) specific municipalities; including precinct planning, preliminary urban design, design of sites and buildings and using the appropriate tools and software independently to achieve these deliverables; Project manage and facilitate the implementation of the Regional Socio-Economic Programme (RSEP) in the participating municipalities ensuring that adequate progress is maintained, financial management occurs and that challenges are dealt with; Ensure the active and continued participation of the various line departments in the programme; Be responsible for undertaking research in support of the programme; Implement knowledge sharing, training and skills transfer internally and externally including new municipalities; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Providing a service to the public and maintain good relationships with the public and other external stakeholders including representing the Directorate, Chief Directorate, Department or Province on various forums.

ENQUIRIES : Mr F. Wüst at Tel No: (082) 373 0225
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/223 : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL LAW ENFORCEMENT REF NO: EADP 22/2020**
(12 Months Contract Position)

SALARY : Grade A: R495 219 per annum, plus 37% in lieu of benefits. (OSD as prescribed)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field with Botany as a major subject; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Registration with the SACNASP as a Professional; Specialised Botanical courses in Fynbos; Completed EMI training course/ Peace officer training. Competencies:

Knowledge of the following: Botany and botanical practices in environmental management with specific reference to botany; Awareness raising exercises relating to botanical practices; Research and technical report writing; Basic to advanced knowledge of: Terrestrial and/or freshwater aquatic plants and animals, their functioning and interaction with each other and the biological environment; The field of conservation biology and its basic principles; Problem solving skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Ability to resolve conflict.

DUTIES : Contribute to the development of systems (including information management systems), decision-making processes, policies and protocols to promote and maintain healthy natural ecosystems, habitats and landscapes (including the urban landscape), and a sustainable environment in the Western Cape Province: Cape Winelands District Municipality; Perform scientific advisory, regulatory and liaison functions; Conduct scientific biodiversity research and monitoring projects and programmes on priority species and contribute to biodiversity inventories; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within the Cape Winelands District Municipality.

ENQUIRIES APPLICATIONS : Mr Albertyn at Tel No: (021) 483 0779
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/224 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT FACILITATION REF NO: EADP 25/2020**

SALARY CENTRE REQUIREMENTS : R402 045 per annum (OSD as prescribed)
: Environmental Affairs and Development Planning, Western Cape Government
: An appropriate Honours Degree in Environmental or related fields; A valid Code B driving licence. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: An in-depth knowledge of environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management skills and knowledge; Sound interpersonal skills; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; Good communication (written and verbal) skills.

DUTIES : Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Director to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Director to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.

ENQUIRIES APPLICATIONS : Mr G Gerber at Tel No: (083) 226 9127
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/225 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION):
DEVELOPMENT MANAGEMENT (REGION 1) REF NO: EADP 26/2020**

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Environmental or related fields; A valid Code B driving licence. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: An in-depth knowledge of environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management skills and knowledge; Sound interpersonal skills; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; Good communication (written and verbal) skills.

DUTIES : Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Director to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Director to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.

ENQUIRIES : Mr E van Boom at Tel No: (082) 806 8486
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 20/226 : **MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY) (6/8TH)**

SALARY : Grade 1: R615 903 (6/8th) per annum
Grade 2: R704 223 (6/8th) per annum
Grade 3: R817 269 (6/8th) per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after

registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Code (B/EB) valid drivers licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Oncology. An interest in academic development preferably proven by previous academic activities.

DUTIES : Service delivery will be in the Division of Radiation Oncology at Tygerberg Hospital. The clinical service includes in- and outpatient management of cancer patients as per job description. Effective delivery of training, teaching and operational. Effective administration and medico-legal duties.

ENQUIRIES : Prof Simonds Tel No: (021) 938-5992
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 September 2020

POST 20/227 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

SALARY : R614 991 per annum (PN-B4)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Nursing Management qualification / skills.

DUTIES : The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical operational function

and cost saving in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical theatre environment. Support/deputise for the Head of Nursing in Theatre and support the Nursing Services and the institution.

ENQUIRIES : Ms FCG Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/228 : **ASSISTANT MANAGER NURSING (SPECIALTY) AREA: GENERAL AND SPECIALTY PAEDIATRIC AREAS AND OPD**

SALARY : R614 991 per annum (PN-B4)
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Oncology or Child Nursing Science or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable Paediatric Nursing experience.

DUTIES : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage a facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division, Institution, and Department of Health.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/229 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R562 800 per annum (PN-A3)
CENTRE : Kwanokuthula Community Day Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in

- Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
- DUTIES** : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
- ENQUIRIES** : Ms L Ziervogel Tel No: (044) 302-8400
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 September 2020
- POST 20/230** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING)**
West Coast Health Services
- SALARY** : R562 800 per annum (PN-B1)
- CENTRE** : Vredendal Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
- DUTIES** : Manage and ensure the provision of an efficient and effective nursing care; coordinate, monitor and evaluate the implementation of nursing care plan within a professional/legal framework. Management of People and Financial Resources. Management and assurance of quality nursing services. Effective Information Management for planning, monitoring of performance and evaluation. Internal and external interface management with stakeholders.
- ENQUIRIES** : Dr. JGM Swanepoel Tel No: (027) 213-2039
- APPLICATIONS** : Please submit your application for the attention of Ms M Tangayi to the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 04 September 2020

POST 20/231 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1**
Sub-directorate: Occupational and Equipment Safety (M4 Building based at Karl Bremer Hospital, Bellville)

SALARY CENTRE REQUIREMENTS : R517 326 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning.

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

ENQUIRIES APPLICATIONS : Mr A Thomas Tel No: (021) 918-1233
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 04 September 2020

POST 20/232 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health District

SALARY CENTRE REQUIREMENTS : R444 276 per annum
: Northern/Tygerberg Sub-Structure Office
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-Ordinator where it is an inherent requirement of the post, incumbent to maintain registration with SANC). Registration with a professional council: Registration with SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of IPC and OHS Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, project Management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention control.

DUTIES : Develop and implement and train on relevant clinical practice guidelines and SOPs in respect of IPC & OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Support quality assurance programmes: monitor adherence to OHS, IPC & Risk Management in line with National and Provincial policies and

		Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS & IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic & OHSC.
<u>ENQUIRIES</u>	:	Ms L Najjaar Tel No: (021) 815-8865
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/233</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)</u> (Garden Route District)
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2) (Plus non pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Computer skills. Leadership and interpersonal skills.
<u>DUTIES</u>	:	Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.
<u>ENQUIRIES</u>	:	Ms H Human Tel No: (044) 203-7203
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	04 September 2020

<u>POST 20/234</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Vredendal Noord CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification, with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable nursing 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 in the relevant specialty. Inherent requirements of the job: Willing to travel and work extended hours. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
<u>DUTIES</u>	:	Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms. HM Hornimann Tel No: (027) 213-5063
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Ms M Tangayi to the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/235</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Groote Schuur Hospital
<u>SALARY</u>	:	R376 956 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.
<u>DUTIES</u>	:	Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit

queries process. Manage the performance, training and development of staff in the acquisition management unit.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3249

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 September 2020

POST 20/236 : **ASSISTANT DIRECTOR: FINANCE**
Rural Health Services

SALARY : R376 596 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS). Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.

DUTIES : Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.

ENQUIRIES : Ms S Janki Tel No: (044) 802-4365

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 04 September 2020

POST 20/237 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R376 596 per annum

CENTRE : Metro TB Hospital Centre

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.

DUTIES : Ensure Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.

ENQUIRIES APPLICATIONS : Ms. N. Solomons Tel No: (021) 508-8300
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/238 : **SENIOR ADMINISTRATIVE OFFICER: (SUPPLY CHAIN AND ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Regional Hospital
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory experience in a Supply Chain Management environment. Appropriate experience in procurement processes and systems, asset management, Warehouse and Inventory management and financial accounting. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of the LOGIS system. Proven experience in a Supply Chain Health Department. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, ePS (Electronic Purchasing System). Ability to draft specifications and application of delegations. Excellent Supervisory and leadership skills. Good organisational skills. Computer literacy (LOGIS, MS Word, Excel, PowerPoint). Ability to write documents according to prescripts and standards. Ability to function independently. Sound understanding of Accounting Principles. Ability to communicate in two of the three official languages of the Western Cape. Willingness to work overtime when required.

DUTIES : Management of the SCM Component, Support staff, performance and development of Staff at the Metro Health Services Office. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS. Ensure accurate and timeous reporting as per requirements and assist with the compilation and verification of the Annual Financial Statements. Assist Institutions within the Chief Directorate with Supply Chain Management processes and related queries, provide guidance and identify shortcomings within institutions and provide the necessary support. Assist and guide institutions with the compilation of a Demand Management Plan as well as effective contract management and administration. Take a leading role in guiding institutions when drafting specifications for bids as well as evaluating the bidding documents and proposals tabled to the Chief Directorate Quotation Committee. Ensure that all items within Bellville Health Park are sourced and procured in terms of Supply Chain Management Framework, Provincial Treasury instructions and Practice Notes. Act as component Head if and when required.

ENQUIRIES APPLICATIONS : Ms T Hendricks Tel No: (021) 815-8718
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/239 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

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

- codes. Ability to work with Excel spread sheet, Microsoft Word and web based programs (medical aids).
- DUTIES** : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assists various Hospital Fees Department with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state department. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.
- ENQUIRIES** : Ms L Ismail Tel No: (072) 601-6586
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
- CLOSING DATE** : 04 September 2020
- POST 20/240** : **SENIOR ADMINISTRATION OFFICER: INFORMATION MANAGEMENT (KNOWLEDGE MANAGEMENT) (X2 POSTS)**
Directorate: Information Management
- SALARY** : R316 791 per annum
- CENTRE** : Head Office: Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Advanced computer skills in MS Office. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, Tier etc. Good leadership, interpersonal and communication (verbal and written English) skills.
- DUTIES** : Assist with the operational planning and project management within the component and sub-directorate. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Regular stakeholder engagement, support and feedback (written and verbal) to all levels of the health service within the province and nationally. Interrogate data and generate reports for stakeholders for policy-making, planning, monitoring, co-ordination, research and evaluation of the Health Service in the Province. Ensure good quality data, compliance and adherence to legislative target dates. Conduct health services support visits and provide support during the provincial performance information audit.
- ENQUIRIES** : Ms L Shand Tel No: (021) 483-2639
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may have to complete a skills competency test.
- CLOSING DATE** : 04 September 2020
- POST 20/241** : **ADMINISTRATIVE OFFICER: IT SUPPORT (X4 POSTS)**
Western Cape College of Nursing
- SALARY** : R257 508 per annum
- CENTRE** : Western Cape College of Nursing: Metro West Campus (X2 Posts)
Boland Campus (Worcester) (X1 Post)
South Cape Karoo Campus (George) (X1 Post)

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Information Technology. Experience: Appropriate experience in information technology environment. Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in at least two of the three official languages. Competency in desktop support. High level computer competency in Microsoft Office Suite.
- DUTIES** : Provide Technical support for all information systems. Coordinate and collect statistical reports from the systems. Perform backups, monitoring wide and local area networks. Detect and repair faults on LAN/WAN, PCs, peripherals, network point and software. Train, develop and provide end-user support. Render appropriate acquisition of Information Technology assets and effective asset control implemented, monitored and maintained.
- ENQUIRIES** : Dr T Bock Tel. No: (021) 684-1211 (Metro West)
Ms L Strauss Tel No: (023) 347 0732/52 (Boland)
Ms R Byrnes Tel. No: (044) 803 1711 (South Cape Karoo)
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 04 September 2020
- POST 20/242** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Rural Health Services
- SALARY** : R257 508 per annum
CENTRE : George Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in finance. Appropriate experience in a creditors environment and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Appropriate experience in LOGIS and BAS. Inherent requirements of the job: Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (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. Knowledge of BAS and LOGIS systems. Good communication and writing skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage and ensure compliance within the Finance Department (expenditure control, verify, authorize and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorizing payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Control, verify, authorise journals and reporting of Asset and Liability accounts. Check and verify S&T claims. Monthly financial reporting and compile Annual and Interim Financial Statements. Effective management of Human Resource, Performance Management and development of staff, Supervision and on-going training of sub-ordinates.
- ENQUIRIES** : Ms I Slabbert Tel No: (044) 804-4495
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 September 2020
- POST 20/243** : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District
- SALARY** : R173 703 per annum
CENTRE : Stilbaai Melkhoutfontein Community Clinic
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies.

Appropriate experience in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to rotate between Reception and Information Management. Willingness to relieve in other facilities in Hessequa. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point). Proficient in at least two of the three official language of the Western Cape.

DUTIES : Effective and efficient management of Reception Services. Effective and efficient management of the Registry functions according to DoH policies. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective co-operation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOPs to optimise client services and support.

ENQUIRIES : Ms E Braaf Tel No: (028) 713-8644
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/244 : **ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (Microsoft Office: Word, Excel, Power Point, Outlook). Good communication skills in at least two of the three official languages of the Western Cape. Good interpersonal-, planning-, problem solving- and organisational skills. Knowledge of office administration practices, inclusive of Minute taking proficiency and data capturing.

DUTIES : Create and maintain effective QA and IPC related registers in Departmental Excel registers and Department of Health systems such as Sinjani and Ideal Hospital Realization and Maintenance Framework, inclusive of follow-up on outstanding/ incomplete data submission, PSI forms, etc. to ensure accurate data in registers. Monthly Updates of Best Care Always web site with CAUTI / IPC data. Provide an effective support function iro Compliments, Compliments and Suggestions (CCS) to improve Patient Experience of Care. Weekly opening of CCS boxes, acknowledge complaints, act as scribe for complainants if required. Provide effective administrative support for meetings/ workshops/ delegated ad hoc functions/ Surveys/Audits/ Awareness Campaigns for QA and IPC components. Provide effective and efficient frontline and administrative duties, good document and file management and data capturing as part of clerical office administration support to the Quality Assurance Manager and Clinical Coordinator: Infection Prevention Control (IPC). Provide monthly, quarterly and annual statistical data/information based on Compliments, Complaints, Suggestions, Safety and Security Incidents, Injuries on Duty and Patient Safety Incidents. Provide relief and other office related duties within the Quality Assurance Component and broader institution if required.

ENQUIRIES : Ms A Ferreira Tel No: (021) 370-2347
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/245 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
 (2 Year Contract)

SALARY : R122 595 per annum plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the BHSc: Clinical Technology. Registration with a Tertiary institution for BHSc: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Cardiology. Training in this post involves practical training during routine patient care. The person filling the post will be required to perform clinical service in cardiology (Tygerberg Hospital) by providing technologist support under supervision to all components of the cardiology service for the entire duration of 24 months. These services includes but not limited to: All work in the Cardiac catheterisation laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Equipment maintenance. Participate in research projects.

ENQUIRIES : Mr J Steyn Tel No: (021) 938-4347
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/246 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic Numeracy and literacy (GETC)/Grade 9 (Std 7). Inherent requirements of the job: Willingness to work shifts, including public holidays and weekends. Willingness to work overtime. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Handle all duties with regards to the collection and delivering of soiled or clean linen bags to pick up points. Assist with sorting, counting, sealing and stacking of clean linen bags for dispatching. Assist with the mixing of chemicals and stock control. Delivering and collection of clean and dirty linen from the wards and sluice of dirty linen. General cleaning and maintenance (i.e dusting, sweeping and mopping) and provide a clean hygienic environment to prevent the spread of infection. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms A Brown Tel No: (021) 377-4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, AZ Berman Drive, Lentegour or Private Bag X 9, Mitchell's Plain 7789.
FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/247 : **CLEANER**
Garden Route District

SALARY : R102 534 per annum
CENTRE : Bridgton Community Day Clinic, Oudtshoorn Sub-district
REQUIREMENTS : Minimum requirement: Ability to read and write. Experience: Appropriate cleaning experience, cleaning in a clinic/hospital/health environment will be a further advantage. Competencies (knowledge/skills): Basic writing and literacy skills. Good communication and interpersonal skills. Ability to lift/move heavy equipment and supplies.

DUTIES : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic

and safe environment. Handling of cleaning equipment. Elementary stock control. Relief duties in other departments when necessary.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/248 : **CLEANER**

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and industrial cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment of that of an industrial and domestic nature. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Effective utilization and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Ensuring a high standard of neatness and hygiene in the department is maintain at all times. Provide optimal support to Admin Manager and colleagues.

ENQUIRIES : Mr I D Fortuin Tel. No: (021) 938-4235
APPLICATION : The CEO, Van Zijl Drive, Tygerberg Hospital, Cape Town.
FOR ATTENTION : Ms C Basson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020