

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 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.

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 31 January 2020
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria .NB: Please ensure that your application reaches this office before 17h00 on week-days

OTHER POSTS

- POST 02/01** : **ASSISTANT DIRECTOR: POLICY ANALYSIS REF NO: CSP/01/2020**
- SALARY** : R470 040 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor Degree in Social Science or relevant equivalent qualification. 3-5 years' experience in relevant field. Understanding of research strategies, policies and procedures. Knowledge of Government legislation, Policy Development and analysis, Project management, content development, operational management and research analysis. Computer literacy, communication (verbal & written) skills, presentation skills, facilitation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills and driver's licence.
- DUTIES** : Provide policy development and analysis support, Facilitate the drafting of draft concept note/framework to support policy development project, Coordinate and facilitate policy development and analysis project plans. Facilitate the development of policing policies for all aspects of policing, undertake primary and secondary desktop research for the purpose of developing policy analysis, coordinate policy guidelines and procedures, facilitate the review or update policy, provide policy development support. Conduct policy analysis, analyse monitoring and evaluation reports for policy implications, identify policy key issues, establish analysis criteria, conduct analysis of data collected, identify and evaluate alternative , present policy data analysis findings and make recommendations and compile policy analysis reports, develop networks in the policing/security environment, facilitate consultation workshops on the draft policy reports with stakeholders, cultivate stakeholder engagement process with relevant stakeholders.
- ENQUIRIES** : Mr M Maiko/Mr S Matsapola Tel No: (012) 393 4359/2500

POST 02/02 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/02/2020**

SALARY : R257 508 per annum
CENTRE : Pretoria

REQUIREMENTS : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), Coordination skills, Interpersonal relations skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.

DUTIES : Provide administrative and secretarial support. Ensure the effective flow of information and document to and from the office of the Chief Director, ensure safekeeping of all documents in the office of the Chief Director, scrutinize routine submissions/reports and make notes and/or recommendations for the Chief Director. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Chief Directorate. Provide logistical support services. Record minutes/decisions and communicate to relevant role players, prepare briefing notes for the Chief Director, coordinate logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate. Collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services. Prepare documents for meetings hosted and/ or attended by the Chief Director, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and follow up on behalf of the Chief Director on the implementation of meeting and other decisions.

ENQUIRIES : Mr M Maiko/Mr MS Matsapola Tel No: (012) 393-4359/2500

POST 02/03 : **SENIOR ADMINISTRATIVE CLERK REF NO: CSP/03/2020**

SALARY : R173 703 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate. A minimum of 1 – 2 years' experience in office management and office administration. Technical Competencies: Office management and administration, secretarial functions and office administrative systems. Good communication (written and verbal), interpersonal, administrative, organisational and computer skills (MS Word, MS Excel, Power point), Ability to work independently and under pressure. A valid Driver's Licence.

DUTIES : Manage and draft correspondence. Receive and distribute documents. Develop, manage and maintain records and filing system and flow of documents in the unit. Record documents in the appropriate registers. Manage incoming and outgoing register. Distribute and collect mail/stationery. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide administrative support

services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Provide secretarial support services. Assist with some of the duties of the PA when absent or on leave.

ENQUIRIES

: Mr M Maiko/Mr S Matsapola Tel No: (012) 393 2500/4359

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 31 January 2020
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a performance agreement. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

OTHER POSTS

- POST 02/04** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: OC38/2019**
- SALARY** : R311 859 - R454 267 per annum (total package)
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma in Science, or equivalent qualification with a minimum of 3 years relevant post qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist or equivalent registration with Engineering body (provide certified proof of Registration, or proof of recent application for registration). Must have knowledge of Programme and project management, scientific methodologies, Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis and Mentoring. Willingness and ability to go to sea regularly for extended periods for data collection (medical clearance will be required from a SAMSA-approved physician). A Valid code 08/EB driver's license.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Provide technical assistance to research on physical oceanography and climate change processes around South Africa. Implement technical scientific functions and tasks that require interpretation in the presence of an established framework. Provide technical support and advice. Provide technical assistance to research on methodologies and technology development. Manage technical workshops and assets. Provide technical scientific analysis and regulatory functions. Analysis of scientific samples and production of technical scientific data. Data management and validation. Conduct Research and development Participate in research cruises and field trips. Conduct equipment review. Develop skills, mentor and supervise junior staff,

- interns and students. To participate in local, regional and international ocean observation programs.
- ENQUIRIES** : Mr. Muthuthuzeli Gulekana Tel No: (021) 819 5022/Mr. Jimmy Khanyile Tel No: (021) 819 5007
- POST 02/05** : **MARINE RESEARCH ASSISTANT III: BIOLOGY REF NO: OC39/2019**
- SALARY** : R257 508 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma in Natural Science or equivalent qualification. 1-2 years' experience required in relevant field. Experience with microscope analysis of plankton samples, identification of ichthyoplankton and zooplankton, stable isotope analysis, and the use of plankton sampling gear. Knowledge of Oceans and Coastal management legislative frameworks, Strategic Management, HR practice & procedures, Administrative procedures. Research skills, sound organizing and planning skills. Good communication skills. Computer literacy. Leadership skills. Basic Analytical skills. A valid code 08/EB driver's license. Willingness and ability to go to sea regularly and for extended periods; the successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951).
- DUTIES** : Collect and capture samples. Prepare required equipment for collection of data samples. Packing and loading of equipment for field or research cruises. Provide research administration support. Provide support during research surveys. Prepare samples for analysis. Provide records management support. Create cruise and station e-files i.e. Bongo & Magnum. Ensure filing of research documents i.e. chlorophyll & zooplankton spread sheets. Provide laboratory management support Procure research materials/equipment. Stow away chemicals in safe place. Microscope analysis of ichthyoplankton and zooplankton samples. Assist with stable isotope research.
- ENQUIRIES** : Jimmy Khanyile Tel No: (021) 819 5003/Marco Worship Tel No: (021) 819 5017
- NOTE** : Short-listed candidates may be required to undergo a theoretical and practical test of their competency with respect to the maintenance of oceanographic instrumentation and electronics systems, and/or physical oceanographic data processing techniques.
- POST 02/06** : **MARINE RESEARCH ASSISTANT III: PHYSICS REF NO: OC40/2019**
- SALARY** : R257 508 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriately recognized National Diploma in Oceanography/Electronics Engineering or equivalent qualification. 1-2 years' experience in related field. Knowledge of Physical Oceanography, Data processing, Project management, Personnel management, Sound organising & planning skills. Good Interpretation of data, Good writing & speaking ability, computer operation Acceptance of responsibility, Teamwork, Creativity and Interpersonal skills. Willingness and ability to go to sea regularly for extended periods for data collection (medical clearance will be required from a SAMSA-approved physician). A Valid code 08/EB driver's license.
- DUTIES** : Assist in the development and maintenance of fixed and other in situ observational Platforms. Instrument calibration schedule maintenance software updates. Processing and analysis of physical oceanographic data Data management, dissemination, metadata and archives Participation in research cruises and data collection.
- ENQUIRIES** : Mr. Muthuthuzeli Gulekana Tel No: (021) 819 5022/Mr. Jimmy Khanyile, Tel No: (021) 819 5007
- NOTE** : Short-listed candidates may be required to undergo a theoretical and practical test of their competency with respect to the maintenance of

oceanographic instrumentation and electronics systems, and/or physical oceanographic data processing techniques.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 03-February 2020 at 12h00 noon No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed/late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. application should consist of (1) a comprehensive cv (specifying all experience and duties, indicating the respective dates mm/yy as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA citizen. Note: all copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: shortlisted candidates must be available for interviews at a date and time determined by GPAA. applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by minimum information security standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: it is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the government employees' pension fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a competency assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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/> the gpaa reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 02/07** : **PROVINCIAL MANAGER (BRANCH MANAGER) REF NO: MNG-PROV/EASTERN CAPE/2020/01-1PRA**
Client Services
- SALARY** : R733 257 per annum (Level 11) (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Eastern Cape Region: Bisho
: a recognized three-year Bachelor's Degree or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of customer service management of which three (3) years' experience in a managerial role. Exposure in stakeholder management within the public service sector/employee benefits/medical aid environments may receive preference. A valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province would be an added advantage. Geographical knowledge of the province for which application is made will be an advantage. excellent customer relations experience. The applications of individuals currently residing in Eastern Cape May receive preference. Knowledge of GEPF services and products. Knowledge of employee benefits. Knowledge of client relation management. knowledge of relevant legislation. Geographical knowledge of the province (region). Knowledge of two indigenous languages spoken in region. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory/management skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Driving ability. Presentation skills. Analytical skills.

DUTIES

: The successful candidate will be responsible for the management of customer relationship in the region, which inter alia include but is not limited to: manage effective operations within the provincial office: develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensure the implementation of the Batho Pele principles within the provincial office in all interactions with internal and external customers. Provide guidance and leadership to the office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of standard operating procedures. Submit all statistics, reports and replies timely and accurately. Inform the senior manager about work progress, problems and corrective measures applied. Manage the delays on the payment process. Manage provincial service channels (mobile, walk-in centre, provincial email enquiries and client liaison services). Ensure effective risk and compliance management within the provincial office: manage the coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches. Ensure office based auditing of procedures and proper controls. Monitor and control compliance to audit findings. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (safety, health environment, risk and quality) regulations. Establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province: create, build and maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that there is effective communication and engagement between the provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution. Ensure, coordinate, support

and track the resolution of various stakeholder/clients enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels. Ensure successful business transformation within provincial office: act as a change champion for transformation and communicate, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives. Provide input to the strategic management of the section: compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section management: manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the senior manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders. Ensure the effective utilization of all other resources (including is, assets, infrastructure, etc.) within the provincial office. Note one position of manager: provincial office (branch manager) is currently available at the government pension's administration agency: Eastern Cape region. The main purpose of this position is to ensure effective and efficient pension service delivery in line with GPAA strategy in the province.

- ENQUIRIES** :
 - APPLICATIONS** :
 - FOR ATTENTION** :
 - POST 02/08** :
 - SALARY** :
 - CENTRE** :
 - REQUIREMENTS** :
- Ms Felicia Mahlaba on Tel No: (012) 319 1455
- Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
- Ms Felicia Mahlaba – Recruitment
- PROJECT MANAGER: PROJECT MANAGEMENT OFFICE REF NO: PM/PMO/2020/01-2P**
(Permanent)
Business Enablement
- R733 257 per annum (Level 11) (all-inclusive package)
- Head Office Pretoria
- Any recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (360 credits) in project management. Six (6) years appropriate proven experience in project management of which three (3) years was in a managerial role. Project management certification will be an added advantage. knowledge of PMO and public service legislative framework; knowledge of programme administration and management; knowledge of customer service principles; knowledge of law and associated mechanisms; knowledge of relevant legal requirements particularly BCEA and GPAA policies and procedures, including public service act; high level communication skills; programme management skills; strategic decision making skills; leadership skills; team collaboration; ability to delegate; initiative; emotional intelligence; ethics and integrity; ability to see the big picture; Demonstrable

DUTIES

commitment; Customer Service orientation; Structured approach. Computer literacy.

: the successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to: provide advisory capacity to management: advise management on the appropriate application of relevant project requirements on any existing or new projects; take full accountability for the project within the PMO space; leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA; demonstrate project management expertise through management of medium to large projects of varying complexity; set context, assign, monitor work and drive GPAA projects; develop project scope, define deliverables, obtain consensus and manage stakeholder expectations; manage change requests and control scope through effective execution of plan; effectively deploy physical, financial and human resources; ensure project deliverable creation, review, approval and distribution; resolve complex issues and conflicts; escalate appropriately as required; ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment; formally close project and release team resources; manage discipline and absenteeism in accordance with organizational codes and procedures; manage compliance with agreed project budgets in consultation with the senior manager, ensuring that costs are contained. compile reports and action project findings: review project reports and prepare review notes; record outstanding project issues in a closed out report; ensure that outstanding project issues are resolved after closed out; conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards; formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment; compile accurate, concise reports as requested meeting agreed deadlines; provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives; track all project activities against the plan, providing regular and accurate reports to stakeholders, as appropriate and manages stakeholder expectations. stakeholder management and communication: central access point to key project documents, presentations, and assessments; develops and implements plans for use of collaborative team communication solutions; serves as a central point of contact between GPAA and various internal and external stakeholders; represent the GPAA within various PMO forums and participate in reviews and presentation to management; work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies; understand the technical aspects of corporate stakeholder relations and best practices; report and identify areas that need guidance in order to resolve moderately simple stakeholder relations issues; act as the first point of contact, for all stakeholder relations enquiries; build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value; networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. provide input to the strategic management of the section: compile comprehensive operational plans, quarterly and annual reports; keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery; collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas; facilitate project management life cycle planning and ensure GPAA maintains long-term development focus. manage all resources of the unit: manage the performance of direct and

indirect reports in accordance with the GPAA performance management policy and procedure; Identify training and development needs, implementing plans to address requirements, as appropriate; Facilitate communication through appropriate structures and systems; Participate in management forums within GPAA, contributing expertise to enable sound decision making; provide detailed, accurate information for internal and external audit purposes and action audit issues identified; implement controls within the business unit, which minimize potential risk to stakeholders. Various permanent project manager positions are currently available at the government pension's administration agency: business enablement: project management office.

**ENQUIRIES
APPLICATIONS**

: Mr Ismael Radebe on Tel No: (012) 399 2299
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.

FOR ATTENTION

: Mr Ismael Radebe at Recruitment

POST 02/09

: **SENIOR ADMINISTRATION OFFICER: EB SPECIAL PROJECT REF NO: SAO/EB-SP/2020/01-2P**
 Special Projects
 The purpose of the role is: to effectively and efficiently supervise EB processes within GPAA.

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08) (basic salary)
 : Head Office
 : A recognized 3 year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience in employee benefits which should include one (1) year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft office products, especially Microsoft excel and word. Knowledge of employee benefits, GEP law knowledge of applicable legislation within GEPF. Knowledge of civil pension software (CIVPEN), workflow and portal. Knowledge of GEPF products and services. Knowledge of public service prescripts and legislation. Ability to establish controls and monitor tasks. Supervisory skills. Planning and organizing skills. Communication skills. Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct – adhering to business ethics. Ability to work under pressure. Accountability. Teamwork.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: supervise employee benefits processes within the unit: interpretation and application of the relevant laws, rules, regulations and policies to ensure accurate EB processing. Sound knowledge and ability to utilize systems used within the unit. Effective checking of cases. Effective management and record keeping of errors in the section. Provide update on status of projects to managers. Effective management and record keeping of errors in the section. Assistance in approving or rejecting quotes received from members. Assistance in authorizing quotations. Assistance in keeping record of paid cases for all the departments. Supervise payment processes within the unit: thorough explanation and interpretation of GEP law, policies, rules and regulations monitor regular adherence to current processes and procedures, and put improvements in place. Assistance in removing warnings before cases go to payments for finalization. Payments of past discriminatory practices. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Accurately identifies payments that need to be done manually/re-calculated. Authorize captured pension benefit and recover all liabilities. Report system problems and fraudulent actions and possible risks to managers. Ensure that documents are correctly linked to the correct CP and pension

number. Effective processing of forms for the death benefits payments. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Ms Felicia Mahlaba on Tel No: (012) 319 1455
APPLICATIONS : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001
FOR ATTENTION : Ms Felicia Mahlaba – Recruitment
NOTE : Various permanent positions of Senior Administration Officer are currently available at EB Special Projects unit of the GPAA.

POST 02/10 : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO:**
SA/ACCP/2020/01-2C
 (12 months contract)
 Finance Accounts Payable

SALARY : R257 508 per annum (basic salary) plus 37% in lieu of benefits
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (finance related) with two (2) years proven experience in financial accounting environment, with reasonable exposure in the administration of accounts payable or creditors; computer literacy that would include a good working knowledge of Microsoft office products, especially Microsoft excel and word. Knowledge of sage 300 ERP will be advantageous. knowledge of PFMA; knowledge of government employees pension act, rules and legislations; knowledge of financial accounting; knowledge of general ledger bookkeeping; analytical skills; customer relations; problem solving skills; communication skills; ability to prioritize; ability to work accurately and independently; hard working; attention to detail.

DUTIES : the incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to: provide administrative support on the effective processing of accounts payable transaction: undertake the administration of supplier invoices; ensure the safekeeping of all transactions, supporting documentation, files and data for audit purposes in accordance with prescripts; ensure that through effective control processes accounts are paid timeously (within 30 days of invoice receipt); capture all supplier invoices, credit notes and debit notes; ensure that all payments are authorised by the delegated authorities prior to payment; execute all queries emanating from suppliers promptly; review that all supporting documents are attached and payments are authorised; assist in the provision of inputs on the accruals at financial year end; oversee the resolution of audit queries. receipting of goods and services delivered; create and distribute payment authority for authorisation; review and verify invoice batches and credit notes captured on the system; ensure comparison of age analysis and the authorised creditors reconciliation; reconcile the age analysis and the payment register; create payment batch; provide inputs for the quarterly report on payment of invoices (i.e. 30 days target as per PFMA); undertake reconciliation of creditors accounts: print suppliers age analysis on the system; create adjustments to suppliers accounts on the system; reconcile supplier statement and the records on the system for all GEPF/GPAA suppliers before a payment is made. reconciliation of suppliers statements and the records on the system for all suppliers on a monthly basis; follow up on outstanding invoices; clear unallocated payments on supplier statements; engage suppliers and business units on disputed invoices; administer petty cash: handle the issuing of petty cash; ensure reconciliation of petty cash reimbursement; assist in the administration of petty cash of the regional offices, provide administrative

support to the unit : perform office administrative activities; organise office logistical matters; file office correspondence, documents and reports; draft and type standard correspondence and documents; completion of forms and documents relevant to the office; order stationery and equipment for the section.

**ENQUIRIES
APPLICATIONS**

: Mr Lesiba Sehlapelo on Tel No: (012) 399 2710
Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.

**FOR ATTENTION
NOTE**

: Mr Lesiba Sehlapelo – Recruitment
: the purpose of the post is to administer and process accounts payable transactions for the organisations. Two positions for state accountant at accounts payable: finance section are available at the government pension's administration agency. The positions will be filled as 12 month contract positions.

POST 02/11

: **CUSTOMER SERVICE AGENT: KZN SATELLITE OFFICE (DURBAN)**
REF NO: CSA/KZN/2020/01-1C
(12 months contract)
Client Services
The purpose of the role is: to provide administrative functions and to resolve queries and complaints on first contact within the clients relationship management environment.

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) (Basic salary) plus 37% in lieu of benefits
: KZN Satellite Office – Durban
: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care or a grade 12 certificate/senior certificate (matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in Northern Cape Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of employee benefits. Knowledge of client relations management. Geographical knowledge of the province applying for.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES
APPLICATIONS

: Ms Ntsibakazi Mtshabe on Tel No: (012) 399 2758
: Please forward your application, quoting the relevant reference number,
Government Pensions Administration Agency, 34 Hamilton Street, or
Private Bag x63, Arcadia, Pretoria, 0001.

FOR ATTENTION
NOTE

: Ms Ntsibakazi Mtshabe – Recruitment
: One Customer Service Agent: KZN (Durban) Satellite Office position is
currently available at GPAA. The position will be filled as a 12 months
contract position.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 31 January 2020 at 12h00 pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 02/12** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT (ASSET MANAGEMENT) WITHIN MFIP UNIT-REF NO: G001/2020**
(24 Months Fixed Term Contract)

- SALARY CENTRE REQUIREMENTS** : R869 007 – R1 023 645 per annum (Level 12) all-inclusive package
: Pretoria
: A degree (NQF level 7 qualification) in Local Government Finance, municipal financial management or related field. specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years' experience in local government financial management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies required: government knowledge: knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of national and provincial government within that framework. Project management; knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources. legislative knowledge; deep knowledge of the municipal finance management act, municipal structures act, municipal systems act, and property rates act and related reforms and regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Financial management: knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Knowledge and information management: the ability to gather, prepare, house and share the organisationally-relevant information produced. Computer literacy: knowledge and ability to use computers and technology efficiently - (MS office, internet, email). Client service orientation, concern for quality and order, integrity/honesty,

networking and influencing, team participation, results orientation, effective communication.

DUTIES

: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP projects establishment; Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers .MFIP projects Implementation; Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures, and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisors' project reports and invoices. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. MFIP projects monitoring & evaluation and close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents. Report on the performance and continuous improvement of MFIP services and service delivery. Facilitate and coordinate the close-out of projects. MFIP knowledge and information management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. MFIP project stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE SOUTH AND BUFFALO CITY TVET COLLEGE)**

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.

OTHER POSTS

POST 02/13

PLANNING OFFICER REF NO: BCC0120/01

(College Council permanent appointment)

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08) plus benefits
: Admin Centre
: Grade 12 or NCV Level 4; A Bachelor's degree in one of the following: Business, Business Communication, Finance, Administration, Human Resources; At least 3 to 5 years' experience in an administration working environment; Knowledge of Microsoft Windows and Microsoft Office; Analytical skills; the ability to translate raw information into actionable strategies. Experience in the TVET education sector will be an added advantage.

DUTIES

: Arranging logistics for planning meetings; Strategic Planning; Strategic Performance Management; Strategic Risk Management; Collaboration with all stakeholders; Conduct Market research; Analyse Industry and Business trends; Ensuring regulatory compliance with relevant related legislation, policies, guidelines, protocols and systems; Execute duties as and when delegated by the Principal. Competencies: Well – developed verbal and written communication skills; Ability to develop comprehensive yet concise written and presentation documents that communicate clear reports; Document management and record keeping skills; High level of diplomacy and tact; Ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required; Good organizational skills in communications, human resources, statistics, financial forecasting and principles of marketing.

**ENQUIRIES
APPLICATIONS**

: Ms N Miza on Tel No: (043) 704 9237
: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE

: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to

appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

- CLOSING DATE** : 04 February 2020 at 15:00
- POST 02/14** : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 07/01/2020 (X5 POSTS)**
Re-Advertisements
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Tshwane South TVET College
REQUIREMENTS : Grade 12 together with an appropriate three year diploma or an equivalent NQF (level 6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.
- DUTIES** : Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up to a system. Supporting the roll-out of new applications. Setting up new user's accounts and profiles and dealing with password issues. Responding within agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.
- ENQUIRIES** : Mr. Makua TR Tel No: (012) 401 5120/Ms. Devenish Tel No: (012) 401 5118
- APPLICATIONS** : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 31 January 2020
- POST 02/15** : **STUDENT SUPPORT SERVICES OFFICER REF NO BCC0120/02**
(College Council permanent appointment)
- SALARY** : R208 584 per annum (Level 06) plus benefits
CENTRE : School of Business and Engineering (St Marks Campus)
REQUIREMENTS : Grade 12 or NCV Level 4; 3 year degree/diploma in Administration; At least one year's experience in student support administration including bursaries; Advanced computer literacy (MS-Word, MS Excel, MS Access, MS Project); Valid driver's licence.
- DUTIES** : Provision of examination timetables to invigilators; Examination enrolments on ITS; Timeous completion of preliminary examination

enrolments and submitting to the Department of Higher Education & Training; Issuing of examination permits; Following up of outstanding results – Ensuring submission of outstanding ICASS marks/POE's to the DHET on time; Coordinate clear systems on control of receiving statements of results, certificates, permits and diplomas; Execution of examination duties according to the National Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); Dispatching of examinations scripts to external marking centres; Applications for inter-college transfers to the DHET; Application for examination concessions to DHET; Exam invigilation training at campus level; Distribution of examination instruction and memorandums to Senior Lecturers and HOD's; Submission of exam invigilation timetables; Create a conducive environment at campus level for the conduct of examinations; Any other duties assigned by the supervisor within reason. Competencies: Ability to provide leadership; Excellent computer skills/knowledge of Microsoft Office; Ability to communicate effectively (verbally and in writing); Effective time management skills; Use problem-solving techniques to tactfully address questions/concerns.

**ENQUIRIES
APPLICATIONS**

: Ms N Miza on Tel No: (043) 704 9237.
: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE

: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE

: 04 February 2020 at 15:00

POST 02/16

: **SENIOR ACCOUNTING CLERK: LECTURER STUDENT SUPPORT
MATERIAL REF NO: 05/01/2020 (X6 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: Tshwane South TVET College
: Grade 12 (financial related subjects) or NC(V) Level 4 certificate and 2 – 5 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office

DUTIES

: Responsible for the daily to day running of the Bookshop. Selling of stationery and textbooks on the Ulti-Sales System. Daily balancing of cash and debtors sales and reconciling debtor's accounts. Creating receipts and invoices for employers and private students. Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. E-ordering of stock. Monthly stock take with month end reports

- to be forwarded to head office. Meetings and daily communication with all staff members.
- ENQUIRIES** : Mr. Makua TR Tel No: (012) 401 5120/Ms. S Devenish Tel No: (012) 401 5118
- APPLICATIONS** : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** 31 January 2020
- POST 02/17** : **SECRETARY TO DEPUTY PRINCIPAL: FINANCE REF NO: BCC0120/05**
(College Council permanent appointment)
- SALARY** : R173 703 per annum (Level 05) plus benefits
- CENTRE** : Admin Centre
- REQUIREMENTS** : Grade 12 or NCV Level 4; A relevant 3 year Degree/Diploma in Management Assistant/ Secretarial/ Public Management/ Administration; Advanced computer literacy (MS-Word, MS Excel, MS Access, MS Outlook); Experience in a TVET environment will be an added advantage; Relevant secretarial experience will be an added advantage.
- DUTIES** : Daily diary consultation and update with Deputy Principal: Finance; Typing and collating of Weekly Planning Report; Taking Minutes for: Section Head Meeting, Fincom Meeting, Adhoc Meetings; Prepare and collate documents for the following meetings: Fincom, Health and Safety, Section Head; Typing and collating information for: Operational Plan, Audit KPMG documents; Direct queries and assist staff in relation to Deputy Principal: Finance; Ensure all documentation is forwarded as required; Assist CFO with setting up of meetings and forwarding emails in that regard; Opening of all BCC post, date stamping and forwarding to the relevant departments; Ensure a record is kept of all BCC post received; Ensure that important documents are signed for when delivered to a certain department; Any other duties as assigned by the Deputy Principal: Finance. competencies: Excellent Typing skills; Good interpersonal skills; Sound written and verbal communication skills; Good organisational, administration and planning skills; The ability to work independently and under pressure without supervision.
- ENQUIRIES** : Ms N Miza on Tel No: (043) 704 9237
- APPLICATIONS** : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.
- NOTE** : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college

reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE

: 04 February 2020 at 15:00

POST 02/18

: **ADMINISTRATION CLERK: EXAMINATION AND ASSESSMENT REF NO: BCC0120/06**
(College Council permanent appointment)

SALARY
CENTRE
REQUIREMENTS

: R173 703 per annum (Level 05) plus benefits
: ST Marks Campus (School of Business & Engineering Studies)
: Grade 12/NQF L4 and a 3 year degree/diploma relevant in Office Administration/Management Assistant; Relevant experience at a TVET College or in an educational institution will be an added advantage; Extensive knowledge of the National examination policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres; Excellent computer skills/knowledge of Microsoft Office.

DUTIES

: Capturing of N1 final examination marks on ITS System; Verification of captured final examination marks; Capture examination enrolments on ITS System; Issuing of term mark sheets for completion and returning back; Issuing of exam permits and preparing exam venues to be conducive enough to run exams; Assist students with diploma applications; Preparing them and creating a list to be sent to the Department; Timeous completion of preliminary schedule to make amendments and send to the department for corrections; Assist with the submission of outstanding ICASS/POE's to ensure that they are submitted to the Department for outstanding results; Assist in co-ordinating the clear system to the campus on control of receiving and issuing statement results, Certificates, examination permits and Diploma certificates; Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); Application for examination concessions to DHET; Execution of examination; Any other duties assigned by the supervisor. Competencies: Good interpersonal skills; Good organisational, administration and planning skills; The ability to work independently and under pressure without supervision; Excellent computer skills/knowledge of Microsoft Office; Ability to communicate effectively (verbally and in writing); Effective time management skills; Use problem-solving techniques to tactfully address questions/concerns.

ENQUIRIES
APPLICATIONS

: Ms N Miza on Tel No: (043) 704 9237
: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE

: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the

full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

- CLOSING DATE** : 04 February 2020 at 15:00
- POST 02/19** : **ADMINISTRATION CLERK: INFRASTRUCTURE REF NO: BCC0120/07**
(College Council 6 months fixed term appointment)
- SALARY** : R173 703 per annum (Level 05) Plus benefits
CENTRE : Admin Centre
REQUIREMENTS : Grade 12/NQF L4 and a 3 year degree/diploma in Financial Management /Cost Management Accounting/Auditing; Advanced computer skills (Word, Excel, Power Point, Outlook and Internet); Knowledge of ITS System will be an added advantage.
- DUTIES** : Procurement - Sourcing of quotations from service providers; Capturing of requisitions on ITS (Integrated Tertiary Software); Expediting on orders with service providers; Receiving of orders; Preparation of memos/motivations relating to procurement requirements; Receiving and processing of invoices on ITS; Coordinate with various departments to bid for processes and maintain track of all project schedules and ensure compliance to all timeframes and prepare an effective work schedule in coordination with Project Manager; Office work – Filing of supplier contracts, requisitions, invoices, etc; Circulating and following up of documentation for signatures to relevant parties; Attending to telephone queries; Attending to daily campus maintenance queries; Any other duties as assigned by the supervisor or his/ her nominee. Competencies: Sound financial skills with the ability to prioritize and co-ordinate work, Interpersonal skills; Positive attitude and friendly with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent Interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours when the need arises.
- ENQUIRIES** : Ms N Miza on Tel No: (043) 704 9237
APPLICATIONS : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.
- NOTE** : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards.

Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

- CLOSING DATE** : 04 February 2020 at 15:00
- POST 02/20** : **HANDYMAN REF NO: BCC0120/08**
(College Council permanent appointment)
- SALARY** : R122 595 per annum (Level 03) plus benefits
- CENTRE** : School of Business (East London Campus)
- REQUIREMENTS** : Minimum Grade 10/Standard 8 qualification; Trade Test in Carpentry or Masonry or 3 years' experience in the above fields; Be in possession of a valid driver's license; Demonstrated ability to draw up and manage a maintenance schedule; Demonstrated ability to draw up specifications for all items and equipment that is to be procured for the maintenance of the buildings, grounds and equipment.
- DUTIES** : Perform tasks according to work orders; Ensure health and safety regulations adhered to and attend health and safety meetings; Responsible for general safety and security at all times; Meet and attend to all contractors visiting or working on the site; Maintain all equipment; Maintain a tools inventory; Responsible for repairs, painting and maintenance of buildings; Cleaning duties; Carry out regular stocktaking on tools, equipment, stock and supplies; Identify shortages of supplies and stock; Draw up weekly and annual maintenance plan; Perform office movement related tasks; Carry out minor repairs on equipment and appliances; Carry out inspections and report on fire and access equipment; Working hours may be subject to change and call – outs at weekends and unsocial hours will be necessary from time to time; Must be prepared to serve at any of the college sites. Competencies: Physical ability to perform general maintenance and repair duties; A broad technical knowledge; Good Communication skills; Ability to work co-operatively with the public, students, staff and outside contractors; Ability to work independently and the knowledge to obtain quotes from different companies; Demonstrate knowledge and proficiency in maintenance (e.g plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, roof repairs, plastering, ground maintenance, furniture repairs and small engine repairs.
- ENQUIRIES** : Ms N Miza on Tel No: (043) 704 9237.
- APPLICATIONS** : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.
- NOTE** : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process.

Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year's Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE

: 04 February 2020 at 15:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	31 January 2020
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies(Not older than 6 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POSTS

<u>POST 02/21</u>	:	<u>PRINCIPAL INVESTIGATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
<u>CENTRE</u>	:	Eastern Cape (East London) Ref No: Q9/2020/01 Limpopo (Thohoyandou) Ref No: Q9/2020/02
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.
<u>DUTIES</u>	:	Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects, witnesses, and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and

misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database.

- ENQUIRIES** : Eastern Cape Ms S Mpotsha Tel No: (043) 707 7200
Limpopo Mr. D Mokoena Tel No: (015) 283 8000
- APPLICATIONS** : **Eastern Cape:** Independent Police Investigative Directorate, Private Bag X 9085, East London 5200 or, hand deliver to No. 3-33 Waverly Office Park, Phillip Frame Road, Chislehurst East London, 5201.
Polokwane: Independent Police Investigative Directorate, Private Bag X9525 Polokwane 0700 or, hand deliver to No. Old Mutual Building 78 Hans Van Rensburg Street Polokwane 0699.
- FOR ATTENTION** : Eastern Cape: Ms. N Mtyida Tel No: (043) 707 7200
Polokwane: Ms K Netshikulwe Tel No: (015) 283 8000
- POST 02/22** : **PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2020/03**
- SALARY** : R196 407 per annum (Level 06)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years' experience in rendering support service to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system). Sound minute taking and communication skills, telephone etiquette, and people's skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to do research and analyse documents and situations. Knowledge of relevant legislation/policies/prescripts and procedures; as well as basic knowledge of financial administration are vital. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver's license is essential.
- DUTIES** : The successful candidate will be primarily responsible to render personal assistance, including secretary support to the Provincial Head. Render administrative support services. Provide support to the Provincial Head regarding meetings. Supporting the Provincial Head with the administration of the budget of the office, as well as remaining abreast with the prescripts/policies/procedures relevant to the Provincial Head. Receiving and making telephone calls. Managing the Provincial Head's diary, Making travel and accommodation arrangements. Coordination of the Provincial Head's Travel and Subsistence Claims, Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Provincial Head as well as ensuring the safekeeping of all documentation in the office of the Provincial Head. Obtain inputs, collates and compile reports. Arranging meetings and take minutes. Assist with documents analysis in preparation for meetings. Keep and maintain registers. Maintaining a task list of request into the Provincial Head's office and requests made by the Provincial Head, ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions. Ensure adherence to brought forward dates, Filing, document retrieval and tracking.
- ENQUIRIES** : Mr T Komphela Tel No: (051) 406 6800
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X20708 Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein.
- FOR ATTENTION** : Mr T Komphela

NATIONAL TREASURY

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

<u>CLOSING DATE</u>	:	31 January 2020 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

<u>POST 02/23</u>	:	<u>DIRECTOR: HUMAN RESOURCES SERVICE DELIVERY REF NO: S001/2020</u> Division: Corporate Services (CS) Purpose: Provide leadership and guidance in the provision of an integrated HR approach and to act as a primary connection between internal stakeholders and the HR service delivery team for the alignment on strategic objectives and implementations of key initiatives within the National Treasury.
<u>SALARY</u>	:	R1 057 326 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Degree in Human Resources Management/Business Management/ Public Administration, A minimum 5 years' experience at a middle management level (Deputy Director) obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Acts, Knowledge of Human Resources Information and application Systems.
<u>DUTIES</u>	:	Some key outputs include: Strategy Development and Implementation: Develop and implement a Human Resources Service Delivery Strategic implementation plan to fast-track the turn-around time of human resources service offering pertaining to clients' needs, Provide guidance and lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings, Review policies continuously for correct application in business and in alignment with the HR Service Delivery Strategy in accordance with the ever-evolving environment against the backdrop of the needs of clients. HR Service Delivery: Provide guidance and direction on the effective implementation of HR offerings and services to clients, Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements, Verify the correctness of the application of HR Policies and Procedures,

continuously, prior to implementation of any new service offering in alignment the relevant policies and procedures, Develop and apply a customer centric service delivery culture within the National Treasury, Monitor the effectiveness of the implementation of service offerings and align discrepancies, accordingly. Stakeholder Engagement: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation, Collaborate and enhancing partnerships with specialise business units within HRM to determine, and fast-tracking deliverables and targets for implementation, Align business plans with strategic objectives in achievement of HR objectives and targets, Provide timeous feedback on requests to stakeholder's concerns pertaining to service offering. HR Policy and Prescribes Analysis: Align the HR Service delivery objectives with National Treasury annual business plans to conform to business units demands, Influence and obtain buy-in from stakeholders within business on HR initiatives and offerings, Develop and analyse a comprehensive HR feedback analysis desk board portraying service offerings and progress in support of business continuity, Align memoranda on HR offerings and services for the smooth implementation within the broader business.

ENQUIRIES : Ms Lorraine Pale Tel No: (012) 406 9087
APPLICATIONS : e-mail to Recruit.OMIN@treasury.gov.za
CLOSING DATE : 31 January 2020 at 12:00 pm

POST 02/24 : **DIRECTOR: FACILITIES MANAGEMENT REF NO: S002/2020**
 Division: Corporate Services (CS)
 Purpose: Plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Administration/ Operations Management/ Project Management or related field, A qualification in the Built Environment/ Property Management will be an added advantage, A minimum 5 years' experience at a middle management level (Deputy Director) in the management of facility-related services, Knowledge of the Public Service Framework, Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers.

DUTIES : Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury, Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders, Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns, Perform research on stakeholder analysis, identification and engagement in the development of project and business requirements, Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specifications for execution, Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards, Perform research on best practices in the contract management environment to keep abreast with international practices, Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organisation. Accommodation and Space Planning: Plan the allocation of accommodation utilisation and monitor the compliance pertaining to

Occupational Health and Safety Standards, Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders, Interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization, Perform research on best practices in accommodation and space planning processes to keep abreast with international practices. Resource Optimization: Develop and implement relevant policies, procedures and systems to comply with legislative requirements, Enhance the utilisation of facilities through continuous maintenance and interaction with service providers, Develop and implement a Facilities Operational Plan aligned to Departmental objectives.

**ENQUIRIES
APPLICATIONS**

: Ms Lorraine Pale Tel No: (012) 406 9087
: e-mail to Recruit.CS@treasury.gov.za

POST 02/25

**DIRECTOR: SCM MONITORING AND COMPLIANCE REF NO:
S004/2020 (X2 POSTS)**

Division: Office of the Procurement Officer (OCPO)
Purpose: Manage the monitoring and evaluation of compliance with the SCM governance framework in all three spheres of Government.

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (all-inclusive remuneration package)
: Pretoria
: A Degree in Supply Chain Management/Procurement/Logistics/Commerce/ Financial Management/ Business Management or equivalent, An experience in supply chain management/procurement, A minimum of 5 years' experience at a middle management (Deputy Director) level, Knowledge of the public sector SCM legislative framework, Knowledge of the Public Service Regulatory framework.

DUTIES

: Some key outputs include: Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan of the SCM compliance and monitoring framework, Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring and framework including the collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-compliance, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government. Frameworks Management: Collaborate on and contribute to the development of a SCM governance framework: SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model specifically compliance, SCM-related grievance and dispute resolution mechanism & SCM non-compliance reviews and remedies framework. Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed: parameters for procurement plans (quarterly and annually) bid processes specifications and tender procedures, contract terms, pricing indices (monetary values; per commodity sector; quarterly and annually), supplier/service provider delivery standards, deviations and changes to procurement standards, Manage reviews and report on preferential procurement policy compliance and impact including individual preferential procurement commodity markets for equity achievements, Manage and report on the analysis and identification of buying trends in government (quarterly and annually), Manage and report on the assessment and evaluation of SCM

capability maturity specifically compliance, Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives. Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework, Manage the evaluation of and reporting on the impact of the SCM monitoring framework, Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information, Manage the content of SCM Monitoring-related KIM platforms.

**ENQUIRIES
APPLICATIONS**

: Ms Unathi Mkapu Tel No: (012) 315 5531
: e-mail to Recruit.OCPO@treasury.gov.za

OTHER POST

POST 02/26

: **DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO:
S003/2020**

Division: Office of the Director-General (ODG)

Purpose: Facilitate the development, implementation and maintenance of the Department's strategy and planning pertaining to operational plans on the planning framework and measure alignment in compliance with regulatory frameworks.

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (all-inclusive remuneration package)
: Pretoria

: A minimum National Diploma/Degree in Business Management/Project Management/Public Administration/Management, A minimum 4 years' experience in strategic and planning, Knowledge of the Public Service Monitoring and Evaluation Framework, Knowledge and experience of the different research methodologies, Knowledge and experience of information analysis and report writing.

DUTIES

: Some key outputs include: Strategy: Co-ordinate the development, implementation and maintenance of operational plan of Divisions within National Treasury and liaise with relevant stakeholders, Develop, implement and maintain performance compliance and reporting systems, operational planning framework, and procedures, Implement measures to determine the effective and efficient alignment of Divisional strategic plans, Initiate, collect, analyse and compile report. Planning: Monitor the reporting framework of the National Treasury and measure alignment to address future planning through performance in compliance with regulatory frameworks, Implement the determined strategy for the effectiveness implementation of Divisional strategic plans, engage stakeholders on miss-alignments of plans and advice on future rectification. Policy Development and Research: Provide inputs in the development of a customised framework for the National Treasury, Initiate research on trends and best practices with international and established role-players, Engage with establishment role-players on best practices pertaining to policy development and implementation, Liaise with internal and external stakeholders in the enhancement of Departmental reporting of strategic plans, performance, etc. Stakeholder Relationship: Provide advice and guidance on strategic, monitoring and reporting of operational planning to stakeholders, Facilitate operational plans workshops for internal stakeholders and liaise on issues of mutual concern.

**ENQUIRIES
APPLICATIONS
CLOSING DATE**

: Ms Lorraine Pale Tel No: (012) 406 9087
: e-mail to Recruit.Odgia@treasury.gov.za
: 31 January 2020 at 12:00 pm

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 07 February 2020 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 02/27** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/01/2020**
- SALARY** : R1 251 183 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/ related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years' experience at the senior management level Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the

dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES

: Manage the Overall Strategic People Management in the PSC. Oversee the development implementation and review of People Policies. Oversee Workforce Planning. Oversee People Analytics. Oversee Organisational Design. Oversee Employment Relations Practices. Oversee the administration of Service Benefits. Oversee the effective and efficient implementation of an integrated Talent Acquisition strategy. Oversee People Training and Development. Oversee the implementation of Performance Management and Recognition System. Oversee the Management of People Information. Oversee the management of budgets and resources of the Chief Directorate. Ensure the communication of PSC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the PSC and its programmes. Provide overall strategic management and leadership in respect of Auxiliary Services and Communication and Information Services functions to develop and implement a people strategy and implementation plan. Facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the PSC. Maintain and develop relationships with organised labour and other key role-players. Ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. Facilitate processes for ensuring that the PSC has adequate human resource capacity. Promote employee health and wellness in the department. Ensure a conducive and safe work environment including security management services, occupational health and safety and other key auxiliary services (i.e. central registry services, government transport, building maintenance office cleaning services).

ENQUIRIES

: Ms Adeline Tsienyane Tel No: (012) 352 1074

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 31 January 2020
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 02/28** : **ASSISTANT DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND REPORTING REF NO: Q2/2019**
Directorate: Institutional Performance Assessment and Reporting
- SALARY** : R470 040 per annum
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Degree in Social/Economics Sciences or equivalent qualification PLUS 3 years supervisory experience in the relevant field of Monitoring and Evaluation. Knowledge of the Public Service legislation. Knowledge of government reporting cycle. Knowledge and understanding of qualitative and quantitative research. Knowledge of statistical analysis methodologies and reporting. Competencies needed: Monitoring and evaluation skills. Analytical and Research skills. Communication (written, verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Problem-solving skills. Computer literacy. Report

writing skills. Information and knowledge management skills. Resource management skills. Attributes: Accuracy. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Innovative and creative.

DUTIES

: Collect and manage data for institutional and programme performance. Produce Quarterly Performance Reports and Annual Report of the Department. Review and update the monitoring framework for measuring institutional performance. Ensure distribution of high quality M&E reports to relevant stakeholders according to departmental standards. Ensure reporting and dissemination of research results in a customized format to appropriate role players. Develop, implement and maintain institutional monitoring system for the Department. Coordinate the implementation of monitoring and evaluation tool between the Department, provinces and agencies. Conduct survey as determined by the Department. Participate in government-led country initiatives.

ENQUIRIES

: Mr M Letsoalo Tel No: (012) 312-7913/7115

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

CLOSING DATE : 07 February 2020

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 02/29 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2020/01**
(12 months contract)

SALARY : R733 257 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment. Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.

DUTIES : The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.

ENQUIRIES APPLICATIONS : Mr JJ Appel Tel No: (012) 334 4974
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION : Ms L Motlhala

POST 02/30 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2020/02**
(12 months Contract)

SALARY : R376 596 per annum (Level 09) (All-inclusive remuneration package) plus 37% in lieu of service benefits.

CENTRE REQUIREMENTS : Pretoria
: An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment. Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.

DUTIES : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audits recommended for management actions.

ENQUIRIES APPLICATIONS : Mr JJ Appel Tel No: (012) 334-4974
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION : Ms L Motlhala

POST 02/31 : **ADMINISTRATIVE ASSISTANT NATIONAL HOUSE OF TRADITIONAL LEADERS REF NO: 2020/03**
(12 Months contract post)

SALARY : R208 584 per annum plus 37% in lieu of service benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, Sound experience of the institution of traditional leadership and the operations of the National House of traditional leaders. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the program of the committees: Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required, travel with the committee as and when required, conduct research as required by the committee.

ENQUIRIES APPLICATIONS : Mr S Khandlela Tel No: (012) 336 5855
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.

FOR ATTENTION : Ms L Motlhala

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr J Mahlangu
- CLOSING DATE** : 31 January 2020 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document, that were certified not longer than six (6) months previously. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All short-listed 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 for Senior Management posts, 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. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. Note: if any applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply.

MANAGEMENT ECHELON

- POST 02/32** : **DEPUTY DIRECTOR-GENERAL: RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/001/2020**
- SALARY** : R1 521 591 per annum (Level 15) (fully inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate undergraduate qualification (NQF level 7) in Disability Studies, Economic Sciences, Human Right Law, Social Sciences. Plus a post-graduate qualification (NQF level 8) in Disability and/or Management Studies. Minimum 8 years' of experience at a senior managerial level. Minimum 8 years' of relevant international, regional and domestic experience in managing disability inclusion, mainstreaming or rights advocacy programmes, research, management and strategic leadership and/or financial and organisational performance management.

<u>DUTIES</u>	:	Knowledge and understanding of public policy, government-wide outcome planning, monitoring, reporting and evaluation policies. The successful applicant will be subject to personal security vetting at a top secret level.
	:	To provide strategic leadership, coordination and oversight for the effective implementation of the White Paper on the Rights of Persons with Disabilities, inclusive of international treaties which advocate for the rights of persons with disabilities. Facilitate strategic partnerships within government and between government and its social partners that will advance equitable socio-economic rights of children and adults with disabilities. Ensure that the government-wide legislative and policy framework protecting and promoting the rights of persons with disabilities are strengthened. Advance the national disability rights agenda through effective stakeholder relations institutional arrangements. Advance strengthened global, continental and regional platforms and partnerships for the advancement of the rights of persons with disabilities. Ensure effective management of the Rights of Persons with Disabilities Programme, inclusive of full compliance with all legal and public sector prescripts.
<u>ENQUIRIES</u>	:	Mr Mbhazima Shiviti Tel No: (012) 359 0262, email: mbhazima.shiviti@women.gov.za
<u>NOTE</u>	:	preference will be given to applicants with disabilities
<u>POST 02/33</u>	:	<u>CHIEF DIRECTOR: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/002/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14) fully inclusive remuneration package Pretoria
	:	Appropriate undergraduate qualification (NQF level 7) in Disability Studies, Economic Sciences, Human Rights Law, Social Sciences. Post-Graduate qualification (NQF level 8) in Disability and/or Management Studies will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. In-depth knowledge and ability to apply international treaties and instruments impacting on the lives of persons with disabilities, understanding disability from a socio-political and human rights perspective, sound understanding of universal design and access theory and application, inclusive of reasonable accommodation support measures as well as advocacy and mainstreaming approaches. Good understanding of government decision-making and procedures. Ability to work across spheres of government and interact at a senior level. Advanced planning, organisational and communication skills. Strong strategic capability and skills in policy analysis, analytical thinking, programme and project management, financial and people management skills. Solution-orientated and ability to work under tight deadlines and manage stressful situations. The successful applicant will be subject to personal security vetting at a top secret level.
<u>DUTIES</u>	:	To ensure maintenance and implementation of a 365 days integrated national disability inclusion campaign. Provide technical support for collaborative and coordinated implementation of the White Paper on the Rights of Persons with Disabilities. Facilitate development of partnership projects aimed at accelerating and advancing the realisation of socio-economic rights of children and adults with disabilities. Facilitate and support standardisation and embedding of universal access and design across public service delivery value chains. Facilitate embedding of disability inclusion in government-wide decision-making processes through, among others, effective support services to the National Disability Rights Machinery. Ensure effective management of the Chief Directorate, inclusive of full compliance with all legal and public sector prescripts.
<u>ENQUIRIES</u>	:	Ms Lidia Pretorius Tel No: (012) 312 7051, email: LidiaP@dsd.gov.za
<u>NOTE</u>	:	preference will be given to applicants with disabilities

POST 02/34 : **CHIEF DIRECTOR: NATIONAL YOUTH DEVELOPMENT PROGRAMME REF NO: DWYPD/003/2020**

SALARY : R1 251 183 per annum (Level 14) fully inclusive remuneration package per annum

CENTRE : Pretoria

REQUIREMENTS : Appropriate undergraduate qualification (NQF level 7) in Social Sciences, Development Sciences, Economics, Public Management. Relevant post-graduate qualification (NQF level 8) will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. In-depth knowledge of the legislative environment applicable to government systems and the development, implementation, monitoring and evaluation of policies and programmes related to youth development; multilateral and bilateral commitments on youth affairs and youth development. The successful applicant will be subject to personal security vetting at a top secret level.

DUTIES : To facilitate the development and implementation of national youth development strategies and policies. Develop and review the National Youth Policy (NYP) and the implementation of the M&E Framework for the NYP. Leveraging of the Socio-Economic Impact Assessment System to ensure that the NYP is reflected in relevant legislation, regulations and policies; undertake research into long-term trends and analyse implementation to inform short- and medium-term plans related to youth development. Evaluate and make recommendations on the alignment of strategic plans and annual performance plans to the NYP. Provide oversight over the NYDA and ensure that NYDA programmes and activities are aligned to the MTEF and NYP priorities and provide technical support and advisory services to political principals on multilateral and bilateral youth affairs related to youth development. Ensure effective management of the Chief Directorate, inclusive of full compliance with all legal and public sector prescripts.

ENQUIRIES : Mr Mbhazima Shiviti Tel No: (012) 359 0262

POST 02/35 : **CHIEF DIRECTOR: GENDER RESPONSIVE PLANNING, MONITORING AND EVALUATION REF NO: DWYPD/004/2020**

SALARY : R1 251 183 per annum (Level 14) fully inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : Appropriate undergraduate qualification (NQF level 7) in Social Sciences, Development Sciences, Economics, Public Management. Post-graduate qualification (NQF level 8) in Public Policy, Planning, Monitoring and Evaluation will be an added advantage. Minimum of 5 years' relevant experience at senior managerial level. Advanced knowledge and professional experience in public policy, government-wide outcome planning, monitoring, reporting and evaluation policies, theories, systems, practices and methods; evidence mapping and gender statistics. Strong expertise in evaluation and research methods. Experience in and knowledge of gender-responsive policy, planning, monitoring, evaluation and budgeting as well as international and national women's empowerment and gender equality policies an advantage. Good understanding of government decision-making and procedures. Ability to work across spheres of government and interact at a senior level. Demonstrable advanced abilities in writing of analytical and complex documents. Advanced planning, organisational, communication and knowledge management skills. Strong conceptual skills, strategic capability and skills in policy development and analysis, analytical thinking, programme and project management, financial and people management skills. Self-driven, solution-orientated and ability to work under tight deadlines and manage stressful situations. The successful applicant will be subject to personal security vetting at a top secret level.

DUTIES : To develop and coordinate the implementation of government-wide, gender-responsive planning, budgeting, monitoring, reporting, evaluation

and gender auditing system towards the achievement of gender equality and women's empowerment goals. Promote gender mainstreaming within government-wide planning, monitoring and evaluation systems and instruments. Review and further develop country gender indicator framework and data collection instrument/s, baselines and targets in line with relevant global, continental, regional and national frameworks. Develop regular national and sectoral gender performance reviews and reports based on analysis of available evidence, including gender statistics and programme performance information. Develop annual evidence-based gender performance priorities and annual gender performance report. Develop recommendations on remedial measures and support interventions to improve performance. Promote gender mainstreaming within the National Evaluation System and coordinate relevant evaluations and policy research. Coordinate and manage inter-governmental structures on GRPBMEA. Ensure effective management of the Chief Directorate, inclusive of full compliance with all legal and public sector prescripts.

ENQUIRIES : Ms Annette Griessel Tel No: (012) 359 0024

POST 02/36 : **DIRECTOR: OUTREACH REF NO: DWYPD/005/2020**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) fully inclusive remuneration package
: Pretoria

: Appropriate undergraduate qualification (NQF level 7) in Social or Development Sciences or relevant qualification. Minimum of 5 years' relevant experience at middle/senior management level. Proven knowledge of and experience in organising and coordinating public outreach programmes and campaigns, community development, gender, youth and persons with disability activism and advocacy and stakeholder relations. Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to gender, youth and persons with disability and empowerment in South Africa. Good understanding of intergovernmental relations, gender machinery, non-governmental organisations, civil society organisations and other stakeholders. Advanced organisational and project management skills. Strong people skills, ability to lead and motivate teams and work in a consultative manner. Excellent analytical thinking and report writing skills. Innovative and solution oriented. Must be prepared to travel and work long hours where necessary. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES : To develop, lead and coordinate gender, youth and persons with disability rights responsive public outreach and community mobilisation programmes and advocacy campaigns to advance gender equality and women's empowerment as well as youth and persons with disability advancement. Facilitate stakeholder coordination and outreach across sectors of society. Facilitate and coordinate activities related to National Women's Day, Women's Month, youth day and youth month including disability rights and 16/365 Days of Activism other relevant national campaigns to advance gender equality and youth, disability rights and women's empowerment. Ensure effective coordination with other government departments and stakeholders. Effectively support the management of the Sub Programme in line with departmental and public service prescripts.

ENQUIRIES : Ms Ntsiki Sisulu-Singapi Tel No: (012) 359 0131

POST 02/37 : **DIRECTOR: GOVERNANCE TRANSFORMATION, JUSTICE AND SECURITY REF NO: DWYPD/006/2020**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) fully inclusive remuneration package
: Pretoria

: Appropriate undergraduate qualification (NQF level 7) in Social or Development Sciences or relevant qualification. Minimum of 5 years'

relevant experience at middle/senior management level. Proven experience in gender activism, policy and, programme analysis and consolidation, governance matters related to gender and gender mainstreaming. Advanced professional knowledge of regulatory framework related to the protection of gender rights, such as the Commission of Gender Equality Act, Domestic Violence Act, Recognition of Customary Marriages Act and other policies that integrate coherent socio-economic issues related to women; intergovernmental initiatives and interventions on women's socio-economic and gender-based violence programmes; policy formulation process within government; departmental governance framework and mandate. Gender diversities awareness, advanced verbal communication and report writing, ability to work with line functional experts across government to add value to other departments' work, ability to effectively work under tight deadlines, compliance requests and stressful situations. Solution orientated, strong technical and innovative capability. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES

: To ensure policies and programmes that mainstream the social transformation of women and promotion of gender equality in South Africa. Ensure policies and programmes that mainstream women's equality in the public sector and eliminate gender-based violence. Coordinate the implementation, mainstreaming and capacity development of interventions for the social empowerment of women across government on issues of socio-economic empowerment of women, as well as gender equality considerations into government programmes. Coordinate the implementation of policies, programmes and mechanisms that promote women's access to justice, security and gender equality; ensure that policies and programmes promote gender-responsive budgeting. Standardise and strengthen Gender Focal mechanisms and machineries to build capacity to promote gender equality across all sectors. Drive the departmental contribution to the Gender based Violence and Femicide and National Strategic Plan (GBVF-NSP); liaise and ensure the adequacy and effectiveness of systems and structures available to victims of gender-based violence. Effectively support the management of the Sub Programme in line with departmental and public service prescripts.

ENQUIRIES

: Ms Esther Maluleke Tel No: (012) 359 0276

POST 02/38

: **DIRECTOR: EVALUATION REF NO: DWYPD/007/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (Level 13) fully inclusive remuneration package
 : Pretoria
 : Appropriate undergraduate qualification (NQF level 7) in Monitoring and Evaluation, Public Policy, Public Management, Social Sciences, Development Sciences, Economics or relevant qualification. Minimum of 5 years' relevant experience at middle/senior management level. Demonstrable knowledge and professional experience in evaluation science; managing and undertaking complex evaluations; evidence mapping, knowledge management, monitoring and evaluation systems. Advanced research methods and compilation of complex, analytical documents; policies and practice on gender equality, women's empowerment, women's rights and gender mainstreaming; public policy and programming, including gender analysis; understanding of gender programming in an economic sector, social sector and governance environment. Knowledge and understanding of National Evaluation Policy and National Evaluation Systems and procedures; advanced monitoring and evaluation theory and practice, including government outcomes planning, monitoring and evaluation policies, procedures and guidelines; evaluation science, including evaluation typologies and theory-based evaluation; advanced research methods including qualitative and quantitative research; legislation, governance frameworks and prescripts applicable to the Directorate, the branch and the DWYPD; key government policy frameworks, mandates and strategic objectives;

intergovernmental initiatives and interventions on gender equality and women's empowerment, including socio-economic empowerment programmes; government-wide monitoring and evaluation systems; international, regional, continental and national commitments on women's empowerment and gender equality. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES

: To manage and coordinate evaluations to improve government performance, outcomes and impacts in relation to gender equality and women's empowerment. Manage and coordinate the development and implementation of gender-responsive government evaluation policies and plans, including the Gender Evaluation Plan. Commission, undertake, coordinate and/or facilitate the evaluation of policies, programmes, institutions and other relevant evaluands to improve performance on gender equality and women's empowerment including sectoral reviews and rapid evaluations to improve results and programme outcomes in key areas. Provide technical support and advice on evaluations, particularly in relation to gender mainstreaming within the national evaluation policy and systems and development of gender-responsive improvement plans. Monitor and report on the implementation of key evaluation recommendations aimed at advancing gender equality and women's empowerment. Develop gender evaluation database and evidence maps as well as systems to improve the evaluability of key programmes impacting on gender equality and women's empowerment. Provide inputs for gender policy priorities and gender planning based on evaluation evidence. Effectively support the management of the Sub Programme in line with departmental and public service prescripts.

ENQUIRIES

: Ms Annette Griessel Tel No: (012) 359 0024

OTHER POSTS

POST 02/39

: **DEPUTY DIRECTOR: EVALUATION REF NO: DWYPD/008/2020**

SALARY

: R733 257 per annum (Level 11) fully inclusive remuneration package (note that this is a correction of the erroneous advertised salary level)

CENTRE

: Pretoria

REQUIREMENTS

: Appropriate undergraduate qualification (NQF level 7) in Monitoring and Evaluation, Social Sciences, Development Sciences, Economics or relevant qualification. Minimum 5 years' relevant experience of which 3 years were at supervisory level. Demonstrative experience in undertaking evaluations, including complex evaluations, within the public sector; monitoring and evaluation approaches and methodologies; research methods and compilation of complex, analytical documents; policies and practice on gender equality, women's empowerment, women's rights and gender mainstreaming; public policy and programming, including gender analysis; gender programming in an economic sector, social sector and governance environment. Knowledge and understanding of monitoring and evaluation theory and practice, including government outcomes planning, monitoring and evaluation policies, procedures and guidelines; programme theory/ theory of change; evaluation science, including evaluation typologies and theory-based evaluation; research methods including qualitative and quantitative research; national evaluation policy, systems and instruments; legislation, governance frameworks and prescripts applicable to the functions of the Department; key government policy frameworks, mandates and strategic objectives; intergovernmental initiatives and interventions on gender equality and women's empowerment, including socio-economic empowerment programmes; government-wide monitoring and evaluation systems; international, regional, continental and national commitments on women's empowerment and gender equality. The successful applicant will be subject to personal security vetting.

DUTIES

: To undertake evaluations to improve government performance, outcomes and impacts in relation to gender equality and women's empowerment.

Develop and implement gender-responsive government evaluation policies and plans, including the Gender Evaluation Plan. Undertake and/or contribute to the management of evaluations of policies, programmes and institutions to improve performance on gender equality and women's empowerment including sectoral, programme and rapid evaluations to improve results and programme outcomes in key areas. Provide technical support and advice on evaluations, particularly in relation to gender mainstreaming within the national evaluation policy and systems and development of gender-responsive improvement plans. Monitor and report on the implementation of key evaluation recommendations aimed at advancing gender equality and women's empowerment. Support the development of gender evaluation database and evidence maps as well as systems to improve the evaluability of key programmes impacting on gender equality and women's empowerment. Coordinate and participate in evaluation steering committees where relevant. Provide inputs for gender policy priorities and gender planning based on evaluation evidence.

ENQUIRIES : Ms Annette Griessel Tel No: (012) 359 0024

POST 02/40 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/009/2020**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) fully inclusive remuneration package
 : Pretoria
 : Appropriate undergraduate qualification (NQF level 7) in International Relations specialising in international treaty obligations, International Law or Human Rights or relevant qualification. Minimum 5 years' experience in the field of international relations working on human rights treaties (treaty obligations) and international law of which 3 years were at supervisory level. Knowledge and understanding of international treaty bodies and obligations; International instruments on women, youth and persons with disabilities; South Africa foreign policy priorities and objectives; processes to prepare international treaty reports; global agenda on gender equality and women empowerment; youth development and disability rights; processing bilateral international agreements and memorandum of understanding; preparations of multilateral and bilateral engagements; SADC, United Nations and African Union human rights systems. Advance level of experience in report writing, verbal and written communication, negotiation skills, ability to organise workshops, meetings including international and domestic travels, a valid driver's licence and ability to drive. The successful applicant will be subject to personal security vetting.

DUTIES : To prepare initial and periodic international treaty reports. Manage international commitments and obligations on women, youth and persons with disabilities. Manage multilateral engagements, bilateral relations and official development assistance that seek to promote gender equality and socio-economic empowerment of women, youth development and disability rights. Coordinate the Department's optimal participation and interaction in multilateral and bilateral engagements. Manage reporting requirements processes in fulfilment of international treaty obligations on gender equality and the advance of women. Coordinate the bilateral partnerships and leveraging and coordinating international development support. Oversee the provision of administrative support to the Sub Programme.

ENQUIRIES : Ms Tinyiko Khosa Tel No: (012) 359 0275

POST 02/41 : **DEPUTY DIRECTOR: GOVERNANCE AND COMPLIANCE, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/010/2020**

SALARY CENTRE : R733 257 per annum (Level 11) fully inclusive remuneration package
 : Pretoria

- REQUIREMENTS** : Appropriate undergraduate qualification (NQF level 7) in Disability Studies, Economic Sciences, Social sciences, Public Administration or equivalent qualification. Minimum of 5 years' relevant experience in disability rights inclusion, policy analysis, report writing, monitoring and evaluation processes of which 3 years were at supervisory level. Sound knowledge and ability to apply international treaties and instruments impacting on the lives of persons with disabilities, understanding disability from a socio-political and human rights perspective, sound understanding of universal design and access theory and application, inclusive of reasonable accommodation support measures as well as research, reporting monitoring and evaluation approaches. The successful applicant will be subject to personal security vetting.
- DUTIES** : To collect and analyse government performance information and track statistical data on implementation of the United Nations Conventions on the Rights of Persons with Disabilities and the White Paper on the Rights of Persons with Disabilities. Support the development and maintenance of a Monitoring and Evaluation system. Conduct desktop and field research on issues affecting persons with disabilities across intersectionalities. Provide content support to stakeholders on reporting requirements and processes, inclusive of capacity development training and support on disability data disaggregation. Oversee the provision of administrative support to the Sub Programme.
- ENQUIRIES** : Ms Lidia Pretorius Tel No: (012) 312 7051, email: LidiaP@dsd.gov.za
- POST 02/42** : **ASSISTANT DIRECTOR: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/011/2020**
- SALARY CENTRE REQUIREMENTS** : R376 596 basic salary per annum (Level 09) plus applicable benefits
: Pretoria
- DUTIES** : Appropriate undergraduate qualification (NQF level 6) in Marketing, Disability Studies or Social Sciences, Public Administration or equivalent qualification. Minimum 2 years' relevant experience in disability rights inclusion, monitoring and evaluation processes. Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities, understanding disability from a socio-political and human rights perspective, as well as advocacy and awareness strategies and measures. The successful applicant will be subject to personal security vetting.
- DUTIES** : To manage stakeholder databases. Coordinate disability rights awareness and inclusion campaigns. Develop advocacy materials. Support the management of information platforms. Provide secretariat and administrative support services.
- ENQUIRIES** : Ms Lidia Pretorius Tel No: (012) 312 7051, email: LidiaP@dsd.gov.za
- POST 02/43** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/012/2020**
- SALARY CENTRE REQUIREMENTS** : R376 596 basic salary per annum (Level 09) plus applicable benefits
: Pretoria
- DUTIES** : Appropriate undergraduate qualification (NQF level 6) in International Relations specialising in international treaty obligations, International Law or Human Rights or relevant qualification. Minimum 2 years' relevant experience in the field of international relations working on human rights treaties (treaty obligations). Knowledge and understanding of international treaty bodies and obligations; International instruments on women, youth and persons with disabilities; South Africa foreign policy priorities and objectives; processes to prepare international treaty reports; global agenda on gender equality and women empowerment; youth development and disability rights; processing bilateral international agreements and memorandum of understanding; preparations of multilateral and bilateral engagements; SADC, United Nations and African

Union human rights systems. Experience in report writing, verbal and written communication, negotiation skills, ability to organise workshops, meetings including international and domestic travels, a valid driver's licence and ability to drive. The successful applicant will be subject to personal security vetting.

DUTIES

: To support the preparation of international treaty reports. Support international commitments and obligations on women, youth and persons with disabilities. Support multilateral engagements, bilateral relations and official development assistance that seek to promote gender equality and socio-economic empowerment of women, youth development and disability rights. Provide secretariat and administrative support services.

ENQUIRIES

: Ms Tinyiko Khosa Tel No: (012) 359 0275

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

CLOSING DATE
NOTE

: 31 January 2020
 : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document((Driver's license where applicable). The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 02/44

: **HEAD CLINICAL DEPARTMENT REF NO: H/H/4**

SALARY
CENTRE
REQUIREMENTS

: R2 161 416 per annum. (OSD)
 : Neurosurgery: Universitas Hospital: Bloemfontein
 : MBCHB or equivalent Degree. A minimum of 3 years' appropriate active experience post-speciality qualification. Valid current registration with HPCSA as Medical Specialist in Neurosurgery. Valid Code 8 drivers license Knowledge and Skills: Management qualifications and experience e.g. MBA, Diploma in Business or equivalent qualification. PhD will be an added advantage. Experience in Clinical and Academic Management. A good research track record: Curriculum development, Service delivery innovation, Co-author in publications, Research, Supervision, Research output, Publications, Presentations, International Conference.

DUTIES

: All activities related to the management of the Department of Neurosurgery. Function as Head of cost centre, Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & Support. Perform all functions as directed by the Head of Clinical Services.

ENQUIRIES
APPLICATIONS

: Dr R Nathan Tel No: (051) 405 3496
 : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First

Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/45 : **HEAD CLINICAL DEPARTMENT REF NO: H/H/1**

SALARY CENTRE REQUIREMENTS : R2 161 416 per annum (OSD)
: Paediatrics And Child Health: Universitas Hospital: Bloemfontein
: MBCHB or equivalent Degree. A minimum of 3 years' appropriate active experience post-speciality qualification. Valid current registration with HPCSA as Medical Specialist in Paediatric and Child Health. Valid Code 8 driver's license Knowledge and Skills: Management qualifications and experience e.g. MBA, Diploma in Business or equivalent qualification. PhD will be an added advantage. Experience in Clinical and Academic Management. A good research track record: Curriculum development, Service delivery innovation, Co-author in publications, Research, Supervision, Research output, Publications, Presentations, International Conference.

DUTIES : All activities related to the management of the Department of Paediatrics and Child Health. Function as Head of cost centre, Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & Support. Perform all functions as directed by the Head of Clinical Services.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/46 : **HEAD CLINICAL DEPARTMENT REF NO: H/H/9**

SALARY CENTRE REQUIREMENTS : R2 161 416 per annum (OSD)
: Diagnostic Radiology: Universitas Hospital: Bloemfontein
: MBCHB or equivalent Degree. A minimum of 3 years' appropriate active experience post- qualification as a Medical Specialist. Valid current registration with HPCSA as Medical Specialist in Diagnostic Radiology. Valid Code 8 driver's license Knowledge and Skills: Management qualifications and experience e.g. MBA, Diploma in Business or equivalent qualification. PhD will be an added advantage. Experience in Clinical and Academic Management. A good research track record: Curriculum development, Service delivery innovation, Co-author in publications, Research, Supervision, Research output, Publications, Presentations, International Conference.

DUTIES : All activities related to the management of the Department of Diagnostic Radiology. Function as Head of cost centre, Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & Support. Perform all functions as directed by the Head of Clinical Services.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, (Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/47 : **HEAD CLINICAL UNIT REF NO: H/H/2**

SALARY : R1 728 807 per annum (OSD)

CENTRE REQUIREMENTS : Cardiology: Universitas Hospital, Bloemfontein
: Appropriate qualifications that allows registration with the HPCSA as a Medical Specialist in Cardiology. A minimum of 3 years' appropriate experience after registration as a Medical Specialist. Valid registration with the HPCSA for 2019/2020 as a Medical Specialist in Cardiology. Experience in teaching and training. Demonstrate experience in training. Valid code 8 driver's license. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Cardiology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in Human Resource and Financial management.

DUTIES : To be responsible for service delivery within Cardiology Department at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post- graduate training and examinations in Cardiology at Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas. (Free State Province) Undertake all tasks as directed by the Head of Clinical Department and Head Clinical Services at Universitas Academic Hospital.

ENQUIRIES APPLICATIONS : Dr R Nathan, Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION NOTE : Mr M J Baleni
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/48 : **HEAD CLINICAL UNIT REF NO: H/H/3**

SALARY CENTRE REQUIREMENTS : R1 728 807 per annum (OSD)
: Paediatric Oncology: Universitas Hospital, Bloemfontein
: Appropriate qualifications that allows registration with the HPCSA as a Medical Specialist in Paediatric Oncology. A minimum of 3 years' appropriate experience after registration as a Medical Specialist. Valid registration with the HPCSA for 2020 as a Medical Specialist in Cardiology. Valid code 8 driver's license. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Paediatric Oncology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in Human Resource and Financial management.

DUTIES : To be responsible for service delivery within Paediatric Oncology Department at Universitas Academic Hospital. To fulfill the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post- graduate training and examinations in Cardiology at Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas. (Free State Province.) Undertake all tasks as directed by the Head of Clinical Department and Head Clinical Services at Universitas Academic Hospital.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION NOTE : Mr M J Baleni
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/49 : **HEAD CLINICAL UNIT REF NO: H/H/8**

SALARY : R1 728 807 per annum (OSD)

CENTRE REQUIREMENTS : Surgery: Universitas Hospital, Bloemfontein
: Appropriate qualifications that allows registration with the HPCSA as a Medical Specialist in Vascular Surgery. A minimum of 3 years' appropriate experience after registration as a Medical Specialist. Valid registration with the HPCSA for 2019/2020 as a Medical Specialist in Cardiology. Experience in teaching and training. Demonstrate experience in training. Valid code 8 driver's license. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of General Surgery either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in Human Resource and Financial management.

DUTIES : To be responsible for service delivery within Vascular Surgery Department at Universitas Academic Hospital. To fulfill the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post- graduate training and examinations in Vascular Surgery at Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas. (Free State Province.) Undertake all tasks as directed by the Head of Clinical Department and Head Clinical Services at Universitas Academic Hospital.

ENQUIRIES APPLICATIONS : Dr R Nathan, Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION NOTE : Mr M J Baleni
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/50 : **MEDICAL SUB-SPECIALIST: GRADE I VASCULAR SURGERY REF NO: H/S/1**

SALARY CENTRE REQUIREMENTS : R1 283 601 per annum (OSD)
: Department Of Vascular Surgery: Universitas Hospital, Bloemfontein
: MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist in Surgery with a Sub-Speciality in Vascular or Hepatobiliary or Gastroenterology or ICU. Knowledge And Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/51 : **MEDICAL SPECIALIST: GRADE I OBSTETRICS AND GYNAECOLOGY REF NO: H/S/2**

SALARY CENTRE REQUIREMENTS : R1 106 040 per annum (OSD)
: Obsetrics and Gynaecology: Universitas Hospital, Bloemfontein
: MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate

in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan: Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/52 : **MEDICAL SPECIALIST: GRADE I ANAESTHESIOLOGY REF NO: H/S/3**

SALARY CENTRE REQUIREMENTS : R1 106 040 per annum (OSD)
: Anaesthesiology: Universitas Hospital, Bloemfontein
: MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist in Anaesthesiology. Knowledge And Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: Applicants might be required to enter into a commuted overtime contract.

POST 02/53 : **MEDICAL SPECIALIST: GRADE I SURGERY REF NO: H/S/4**

SALARY CENTRE REQUIREMENTS : R1 106 040 per annum (OSD)
: Department Of Surgery: Universitas Hospital, Bloemfontein
: MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist in Surgery Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: Applicants might be required to enter into a commuted overtime contract.

POST 02/54 : **MEDICAL SPECIALIST: GRADE I SURGERY REF NO: H/S/5**

SALARY CENTRE REQUIREMENTS : R1 106 040 per annum (OSD)
: Surgical Gastroenterology: Universitas Hospital, Bloemfontein
: MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist with an interest in Surgical Gastroenterology. Knowledge And Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496

APPLICATIONS : To Be Send To: The Chief Executive Officer, Universitas Hospital, (Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION NOTE : Me A Lombard
: (Applicants might be required to enter into a commuted overtime contract.)

POST 02/55 : **PRINCIPAL: PND-5 REF NO: H/P/1**

SALARY : R949 482 per annum (OSD)
CENTRE : Free State School Of Nursing: Eastern Campus: Qwaqwa
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Post basic qualification in Nursing Education registered with the SANC. A minimum of 11 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 7 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Knowledge And Skills: 3-5 Years management experience. Master's degree. Good problem solving skills. Ability to work under pressure. Proven management skills. Conflict resolution and management skills.

DUTIES : Facilitate Nursing Education and Training of nurses in the catchment area to achieve departmental goals and objectives. Manage Human Resources, Material and Physical resources at the campus. Manage Campus finances. Facilitate effective and efficient general management of the campus. Management of student affairs at campus level. Enhance corporate image of the campus and FSSON. Represent Campus management on governance structures of FSSON. Management of staff at campus level.

ENQUIRIES APPLICATIONS : Me N M M Ralikonyana Tel No: (051) 403 9873/9831
: To Be Send To: The Principal, FSSON (Mr. M P Macomo), Private Bag X20520, Bloemfontein, 9300 or hand delivered at FSSON, Kolbe Avenue, Oranjesig, Bloemfontein.

POST 02/56 : **PHARMACIST: GRADE 1 REF NO: H/P/2**

SALARY : R693 372 per annum (OSD)
CENTRE : Mangaung Metro District, Bloemfontein
REQUIREMENTS : Bachelor of Pharmacy. Experience: Registration with the SAPC as a Pharmacist. Grade I: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Proof of current registration. Knowledge And Skills: Valid driver's license. Computer literacy, 2 year's pharmacy experience post community Service.

DUTIES : Render comprehensive. Professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with the relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing medicine: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services and do after call service. Management and control of medicine stock: Issuing ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5,6, and donation). Ensure adherence to the supply chain management and procedures and to the statutory

regulations (Pharmacy Act, Medicine control Act) and Quality Standards. Supervision of Pharmacist Assistants. Register Pharmacy facility to comply with the Pharmacy Act.

ENQUIRIES : Mr T V Mokhothu Tel No: (051) 447 2194
APPLICATIONS : To Be Send To: The District Manager, Mangaung Metro, (PO Box 441, Bloemfontein, 9300 or hand delivered @ FSPC Complex, No 4 President Brand Street, Bloemfontein.
FOR ATTENTION : Mr T A Mokoqo

POST 02/57 : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE:**
PNA-5 REF NO: H/C/1
Standard Compliance Unit; Corporate Office

SALARY : R444 276 per annum (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Personnel and financial management experience. Registration with the SANC as Professional Nurse. Knowledge and Skills: At least three years of the period above must be appropriate recognizable experience in Quality Assurance. Exposure to quality management. Personnel and financial management experience. Valid driver's license.

DUTIES : Oversight of health facilities compliance with Quality Assurance. Monitoring implementation of the National Core Standards. Interact with relevant healthcare workers and other relevant stakeholders to provide information and identify new opportunities to improve quality of care. Make recommendations regarding NCS assessments findings. Management of resources for effective outcomes in the unit.

ENQUIRIES : Me N G L Ramongalo Tel No: (051) 408 1735
APPLICATIONS : TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 02/58 : **LECTURER: PND-1 REF NO: H/L/1 (X4 POSTS)**

SALARY : R383 226 per annum (OSD)
CENTRE : Free State School Of Nursing: Eastern Campus
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Post basic qualification in Nursing Education registered with the SANC. Knowledge And Skills: Driver's License. Presentation skills. Ability to offer tuition to students.

DUTIES : Provide effective and efficient education and training to student nurses at a nursing college. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessments strategies to determine learner's competencies. Exercise control over students.

ENQUIRIES : Me L M Mamabolo Tel No: (058) 7183266
APPLICATIONS : To be send to: The Principal, FSSON East, Private Bag X833, Witsieshoek, 9870 or hand delivered at FSSON, Mofumahadi Manapo Mopeli Hospital, Qwaqwa.

FOR ATTENTION : Mr M A Manyarela

POST 02/59 : **LECTURER: PND-1 REF NO: H/L/2**

SALARY : R383 226 per annum (OSD)
CENTRE : Free State School, Of Nursing: Northern Campus

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Post basic qualification in Nursing Education registered with the SANC. Knowledge and Skills: Driver's License. Presentation skills. Ability to offer tuition to students.

DUTIES : Provide effective and efficient education and training to student nurses at a nursing college. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessments strategies to determine learner's competencies. Exercise control over students.

ENQUIRIES : Me M M J Mokhomo Tel No: (057) 3963710
APPLICATIONS : To Be Send To: The Campus Head, FSSON North, Private Bag X290, Welkom, 9460 or hand delivered at FSSON, Bongani Hospital, Mothusi Road, Thabong.

FOR ATTENTION : Nomsa Dick

POST 02/60 : **LECTURER: PND-1 REF NO: H/L/3 (X4 POSTS)**

SALARY : R383 226 per annum (OSD)
CENTRE : Free State School, Of Nursing: Southern Campus
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Post basic qualification in Nursing Education registered with the SANC. Knowledge and Skills: Driver's License. Presentation skills. Ability to offer tuition to students.

DUTIES : Provide effective and efficient education and training to student nurses at a nursing college. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessments strategies to determine learner's competencies. Exercise control over students.

ENQUIRIES : Me N M M Ralikonyana Tel No: (051) 403 9873/9831
APPLICATIONS : To Be Send To: The Principal, FSSON, Private Bag X20520, Bloemfontein, 9300 or hand delivered at FSSON, Kolbe Avenue, Oranjesig, Bloemfontein.

FOR ATTENTION : Mr P Macomo

POST 02/61 : **DIETICIAN: GRADE 1 REF NO: H/D/1**

SALARY : R317 976 per annum (OSD)
CENTRE : Albert Nzula Hospital, Trompsburg
REQUIREMENTS : Baccalaureus Degree in Dietetics. Registration with the HPCSA in as Dietician. Experience: None after registration with the HPCSA in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Problem solving, Interpersonal skills, Planning Communication skills.

DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the hospital and surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or groups. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Dr M A Thejane Tel No: (051) 4922193
APPLICATIONS : To be send to: The Chief Executive Officer, Albert Nzula Hospital Private
Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street,
Trompsburg.
FOR ATTENTION : Mr T G E Finger

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

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.
- FOR ATTENTION** : Ms Iris Thanjekwayo Tel No: (011) 240 3085 (Recruitment)
- CLOSING DATE** : 31 Jan 2020, 16h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (For Middle Management post, women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POST

- POST 02/62** : **DEPUTY DIRECTOR: TENDER MANAGEMENT REF NO: REFS/004913**
Directorate: Supply Chain Management
- SALARY** : R733 257 per annum (All-inclusive Salary Package that can be structured according to an individual need)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus National Diploma (NQF Level 6)/Bachelor's Degree (NQF Level 7) in Supply Chain Management, Financial Management/Purchasing/Logistics/Public Administration or equivalent tertiary qualification as recognized by SAQA. 5 years management experience or relevant experience within supply chain management or related field. A valid driver's License. Competencies And Skills: Sound Knowledge of and practical working experience in Government Tenders, GPG open tender processes and procedures, the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework, Public Service Regulations and BBBEE Management of people, Management of finances (budgeting, controls, reporting), project management; Understanding of strategic planning process, policy development and corporate governance, Knowledge and understanding of departmental strategic priorities and programmes, Computer proficiency, Planning and organizing, Communication, Good interpersonal relations Facilitation Computer literacy Project management Strong leadership, Research, Presentation, Problem solving, Report writing, Ability to work under pressure.
- DUTIES** : Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Develop, implement, communicate and monitor Departmental supply chain management policies and procedures. Review tender reports and ensure full compliance with requirements and evaluation criteria set in the bid

documents. Compile and determine the Department procurement plan for sourcing of relevant commodities. Facilitate the development of request for proposal. Provide secretariat support to the Bid Adjudication Committee. Ensure proper contract management for all contracts procured through the supply chain management policy of the Department. Manage the contract register and monitor the progress of the contracts.

ENQUIRIES : Ms. I Thanjekwayo Tel No: (011) 240-3085

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration (female candidates are encouraged to apply).

APPLICATIONS : Applicants must apply only online at: www.gautengonline.gov.za
CLOSING DATE : 31 January 2020
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 02/63 : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: REFS/004923**
Directorate: Office of the Chief Financial Officer

SALARY : R1 057 326 per annum (An all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Bachelor Degree/equivalent qualification in Financial Management NQF Level 07. 6-10 years working experience relevant in financial management, which include 5 years in middle management level. No criminal record or any cases pending against you. Code 08/10 drivers licence. An Accounting Articles will be an added advantage. Knowledge and skills: Knowledge of Departmental policies and procedure, SAPS act, regulation and amendment, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR etc., Employment Equity Act 1998, financial system, Gauteng safety strategy, verbal and written communication, organizing/maintaining information, interpreting and evaluating information, communicating information, computer literacy,

DUTIES

problem solving and conflict management, listening and negotiation, teamwork, discipline, financial management, strategic.

: Manage and ensure the correct department's expenditure transaction and provide an account payable management functions. Manage compilation of journal to correct allocation of expenditure transactions. Ensure all supplies are accounted for. Manage the validation of creditors balance accurately. Manage the implementation of financial account system. Manage effective administration of the financial system (SAP/ BAS/ PERSAL etc.) Manage effective monitoring of general ledge account. Manage accurate allocation of receipt and payment. Manage accurate financial accounting records according to GAAP and GRAP. Manage and provide financial information about the allocation of funding of adhoc related project/programmes. Manage revenue income/collection processes. Manage and ensure maintenance of an accurate and effective cashier system. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorize, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for section. Manage leave in the Directorate.

ENQUIRIES

: Ms Makgopa Evelyn Tel No: (011) 689 3726/3701

OTHER POST

POST 02/64

: **LEGAL ADMIN OFFICER MR6 (OSD) POSITIONS AND LITIGATION REF NO: REFS/004931 (X2 POSTS)**
Contract
Directorate: Legal Services

SALARY

: R763 212 – R1 140 828 per annum. (An all-inclusive remuneration Package)

CENTRE REQUIREMENTS

: Johannesburg
: Matric plus Bachelor Degree (NQF level 7) in Legal/ Law LLB or relevant law qualification. 8 years' Legal advisory experience. A valid code 8/10 driver's licence. No criminal record or any case pending against you. Knowledge and skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department's strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.

DUTIES

: Provide sound legal advice and litigation support to the Department. Render legal advice, contract and legal compliance (policy management). Carry out all administrative legal actions to ensure compliance. Handle contracts matters. Draft and amend legislation and legal instruments. Advice on drafting and monitoring of service level agreements. Ensure legal compliance with national, international and continental instruments.

ENQUIRIES

: Ms Makgopa Evelyn Tel No: (011) 689 3726/3701

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management

and the ability to work under pressure. 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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.
- FOR ATTENTION** : Mr. Leon Steyn, Human Resources
- CLOSING DATE** : 31 January 2020
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 02/65** : **DEPUTY DIRECTOR: SERVICE LEVEL MANAGEMENT REF NO: REFS/004909 (X2 POSTS)**
Directorate: IT Operations Support
- SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Business or IT related qualification. An ITIL Foundation Certificate is a requirement. 3-5 years' experience in IT Service Management and/or customer management within the IT field.
- DUTIES** : Manage and execute the delivery processes to optimise IT service(s). Manage and deliver the demand for service growth and expansions. Define, document, agree, monitor, measure and review level of IT service provision though the SLA process. Manage the entire and ongoing SLM process, including measuring, reporting, reviewing and taking corrective action. Manage, develop and maintain an operational service plan in line with the business plans. Manage SLM process after SLAs and OLAs are signed as continual process stakeholder engagement and management (i.e. Incident Management, Problem Management, IT Vendor Management and TSS Support groups. Engage client and supplier stakeholders for service delivery and day to day service performance. Facilitate delivery of changes to service and SLAs. Collate and publicise management information for the service(s) within and outside the service groupings. Manage optimal aggregate use of shared services across the service groupings. Management of regular service reviews that are undertaken with client stakeholders. Be the escalation point for internal and external supplier performance. Define and collate the management information need for the service in line with defined standards. Produce documentation & presentation material for stakeholder management purposes. Maintain a good knowledge of current practice and awareness of current developments within own area(s) of expertise. Promote services within the wider IT community. Provide advice & guidance to support and project areas to ensure that new services are deployed in a manner that ensures adoption of relevant support tools and/or process improvements.

Initiate Continual Service Improvement programme where there is evidence of SLA non-compliance. Manage Projects development and implementation of Service Delivery Plans for all E-GOV. services. Coordinate Customer Perception/Relationship surveys. Manage, Organise and Chair GPG IT Forum on a monthly basis and other Service Delivery related.

ENQUIRES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 02/66 : **PRACTITIONER: INCIDENT ADMINISTRATOR REF NO: REFS/004910**
Chief Directorate: IT Operations Support

SALARY : R208 584 per annum (Level 06) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a Diploma in Information Technology or related field. 1-2 years' experience in IT Service Desk or Call Centre. Very good knowledge of ITIL Incident Management. Experience in customer communications.

DUTIES : Incident Detection and Recording. Incident Classification. Investigation and Diagnosis. Tracking, Monitoring and communication of all logged Incidents. Resolution and Recovery. Incident Closure. Support Service Desk - Front Line for "Critical/Major Incident" issues. Ensure that the incident management process is implemented and being followed by all involved process members. Reporting.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH

OTHER POSTS

POST 02/67 : **CLINICAL MANAGER GRADE 1 REF NO: SDHS 2020/01/01 (X1 POST)**
Directorate: Family Medicine
Re-Advertisement: Applicants who previously applied are encouraged to re-apply.

SALARY : R1 173 900 per annum (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate/recognizable experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. A valid code 8/10 driver's license is essential. Must have vast clinical experience, with the ability to lead, manage as well as transfer skills to all Medical Officers at PHC level. Experience in Family Medicine or working in a Family Medicine Unit will be an added advantage. Person Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented.

DUTIES : Support the Family Medicine Unit in the management of: District Medical Officers and ensure Human Resource Development through training activities in the District. Provide management and clinical support in the provision of normal and after-hours service coverage by Medical Officers. Ensure leadership and clinical guidance in the provision quality clinical services. Render clinical expertise to the District PILIR, quality assurance and patient safety programs. Interpret, disseminate and implement Department policies related to core clinical standards and support. Liaise and co-ordinate with District Hospital, Regional Hospital and Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Support PHC Reengineering and development of sub-districts. Perform any clinical and/or managerial duties as required by the unit head.

ENQUIRIES : Dr. A. Kalain Tel No: (082) 377 7528

- APPLICATIONS** : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
- CLOSING DATE** : 31 January 2020
- POST 02/68** : **MEDICAL SPECIALIST REF NO: SBAH 01/2020**
Directorate: Paediatric Neurology
- SALARY** : R1 728 807 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : FCPaed or MMed (Paediatrics), Certificate Neonatology (SA). Experience in Neonatology.
- DUTIES** : This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in Neonatology, including after hours and weekends.
- ENQUIRIES** : Prof. RJ Green Tel No: (012) 354 5276/ 5277
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2020
- POST 02/69** : **MANAGER NURSING (LEVEL 3 HOSPITALS) (PNA-9) REF NO: 2020/DGMAH/01**
Directorate: Nursing
- SALARY** : R949 482 per annum (All – inclusive package)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as a Professional nurse and proof of current registration. Diploma/Degree in Nursing Administration/Management registered with SANC.A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. Less one year from experience of candidates appointed from outside the public service after complying with registration. Must have sound management and communication skills, good interpersonal and be computer literate. Must be willing to work beyond the call of duty. In depth knowledge and understanding of Health-Related Acts, Nursing Regulations, Guidelines and Labour Relations policies.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing service division. Lead and give direction to nursing services and overall control of quality patient care. To put systems

in place to ensure that service delivery meets the required standards as laid down in the policies, procedures and strategic goal of the Gauteng Department of Health. Provide professional, technical and management support for the provision of quality patient care through proper management of the nursing care programs. Develop standard operating procedures for safe Patient/client Care and monitor the implementation thereof. Develops and implementation of policies, programs, regulations, procedures pertaining to nursing care. Collaborate with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to National Core Standards and Six key priorities within the area of responsibility. Human resource development and management of personnel within area of responsibility. Manage performance within areas of responsibility. Proactively identifies continuing professional development (CPD). Ensure implementation of out and In-reach programs within the catchment and referral areas of the Institution. Assist with budget, Human resources and equipment management within area of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training and practice. Monitor and report delivery statistics. Participate actively in institutional engagements and contribute. Establish, maintain and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Advocate and ensure the promotion of Nursing Ethos and professionalism.

**ENQUIRIES
APPLICATIONS**

: Mrs. Mafisa FF Tel No: (012) 529 3873
 : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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

: 31 January 2020

POST 02/70

: **MEDICAL OFFICER REF NO: MRH 01/12/19 (X2 POSTS) (X1 PERMANENT & X1 SESSIONAL)**

Directorate: Accident and Emergency

SALARY

: Grade 1: R821 205 – R884 672 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)

**CENTRE
REQUIREMENTS**

: Mamelodi Regional Hospital
 : Grade 12 or equivalent qualification and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be an added advantage.

<u>DUTIES</u>	:	Evaluation and clinical management of patients referred to the Emergency Department. Direct clinical service provision within the department. Train and teach junior staff within the department. Provide clinical and administrative leadership in the department. Participate in research programme. Teach medical staff; partake in audits and lead multi-disciplinary team NB: Preference will be given to Medical Officers who worked as Community Service in Mamelodi Regional Hospital in 2019.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TT Makhudu (Acting CEO) Tel No: (012) 8415103
<u>NOTE</u>	:	Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
<u>CLOSING DATE</u>	:	Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>POST 02/71</u>	:	31 January 2020
<u>POST 02/71</u>	:	<u>MEDICAL OFFICER REF NO: MRH/ 01/2020 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R821 205 – R884 672 per annum (All- inclusive package) Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package) Grade 3: R1 089 693.00 – R1 362 366 per annum (All-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital Grade 12 or equivalent qualification and MBChB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure as eye clinics are often very busy.
<u>DUTIES</u>	:	Provision of 24 hours ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g. ICU, eye clinic, wards in general and casualty. Perform ROP screening, theatre, clinic and ward rounds and ophthalmic surgical procedures. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality, cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical audits.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Thoabala Tel. No: (012) 8418305
<u>NOTE</u>	:	Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
<u>CLOSING DATE</u>	:	Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>POST 02/72</u>	:	31 January 2020
<u>POST 02/72</u>	:	<u>MEDICAL REGISTRAR REF NO: REG/PAED/KPTH/01/20</u> Directorate: Paediatrics
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R821 205 – R858 711 per annum (all inclusive) Kalafong Provincial Tertiary Hospital MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine of South Africa Part 1 examination is a strong recommendation. Applicable postgraduate diploma or other qualification.
<u>DUTIES</u>	:	Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and

research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES
APPLICATIONS**

: Prof T Avenant Tel No (012) 373 1009
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 31 January 2020

POST 02/73

: **MEDICAL OFFICER REF NO: MO/FM/KPTH/01/20**
Directorate: Family Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 - R884 670 per annum (All Inclusive)
: Kalafong Provincial Tertiary Hospital
: MBChB registration with the HPCSA as an Independent Medical General Practitioner. The incumbent must be completed Internship and Community Service). Recommendations: Post graduate training and experience in ultrasound and ECG skills, experience with HIV/ AIDS patients, experience with acute psychiatric patients, experience of working in Primary care and or an Emergency Unit. The following will be an added advantage: Current certificate in Advanced Cardiac Life support (ACLS), Paediatric Advanced life support (PALS), Advanced Trauma Life Support (ATLS), Diploma in primary Emergency Care and Emergency Ultra sound accreditation will be advantageous.

DUTIES

: Perform duties in the department of Family Medicine and Emergency at Kalafong Provincial Tertiary Hospital. The incumbent will be expected to work commute overtime and rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients within Emergency Unit of the Department of Family Medicine.

**ENQUIRIES
APPLICATIONS**

: Prof. I Govender Tel No (012) 373 1018 / 19
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand delivery at Kalafong Security Gate and sign in register book.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a completed CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process.

Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 31 January 2020

POST 02/74 : **MEDICAL OFFICER REF NO: MRH 01/12/19 (X2 POSTS) (X1 PERMANENT & X1 SESSIONAL)**

Directorate: Accident and Emergency

SALARY : Grade 1: R821 205 – R884 672 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)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : Grade 12 or equivalent qualification and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be an added advantage.

DUTIES : Evaluation and clinical management of patients referred to the Emergency Department. Direct clinical service provision within the department. Train and teach junior staff within the department. Provide clinical and administrative leadership in the department. Participate in research programme. Teach medical staff; partake in audits and lead multi-disciplinary team NB: Preference will be given to Medical Officers who worked as Community Service in Mamelodi Regional Hospital in 2019.

ENQUIRIES : Dr TT Makhudu (Acting CEO) Tel No: (012) 8415103

APPLICATIONS : Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 31 January 2020

POST 02/75 : **MEDICAL PHYSICIST REF NO: 2020/DGMAH/01**

Directorate: Medical Physicist

SALARY : R662 190 per annum (All – inclusive package)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : BSc Honours Degree (with medical physicist subjects) or an equivalent medical physicist four-year degree. Must have completed medical physicist internship. Must be registered with HPCSA. Sound communication skills. Must be able to work under pressure. Knowledge of the Acts pertaining to safe use of radioactive substances. Knowledge of computers and software's used in nuclear medicine. Knowledge on positron emission tomography/computed tomography (PET/CT).

DUTIES : Medical Physicist duties pertaining to sealed and unsealed sources. Work as part of the team to ensure radioactive sources. Work with the team and perform quality control and dosimetry in nuclear medicine. Perform quality assurance on gamma cameras and PET/CT scanner. Regulate and update standard operating procedures in nuclear medicine. Ensure safe practice on the nuclear medicine hot-cell labs. Assist in teaching, research and development skills. Provide effective and efficient service to patients by practicing Batho Pele Principles. Attend workshops, meetings and training as required. Perform duties in accordance with job descriptions. Work strictly in line with the department of Health radiation control requirements.

ENQUIRIES APPLICATIONS : Ms. Robberts S Tel No: (012) 529 3424
: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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) The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability.

CLOSING DATE : 31 January 2020

POST 02/76 : **ASSISTANT/AREA MANAGER NURSING (SPECIALTY) PNB-4 – ADVANCED MIDWIFERY REF NO: 2020/DGMAH/03 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R614 991 per annum (All – inclusive package)
: Dr. George Mukhari Academic Hospital
: Basic R425 qualification in nursing (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery. Diploma/Degree in Nursing Administration registered with SANC. Have a minimum of 10 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements.

DUTIES : Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. In depth knowledge of nursing, nursing strategy, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations. Labour Relation Act, Disciplinary Code and Procedure, Grievance Procedure, Human Resource etc. Ensure Clinical Nursing practice by the nursing team (unit) in accordance with the scope of practice and Nursing Standards as determined by the relevant Health facility. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate Basic understanding of HR financial Policies and Practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial

or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate Basic Computer Literacy as a support tool to enhance service delivery. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Personal: Responsiveness, pro activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Be ready to work shifts including night shifts when a need arises.

**ENQUIRIES
APPLICATIONS**

: Mrs. Mafisa FF Tel No: (012) 529 3873
 : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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

: 31 January 2020

POST 02/77

: **ASSISTANT MANAGER NURSING PNB4 (PHC) REF NO: SDHS 2020/01/02 (X1 POST)**
 Directorate: Sedibeng District Health Services
 Re-Advertisement: Applicants who previously applied are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R614 991 per annum (plus benefits)
 : Levai Mbatha CHC
 : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus a post – basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of R48 in relevant speciality. A post basic qualification should be in Primary Health Care, Midwifery or Neonatal Nursing Science. Proof of current registration with the SA Nursing Council in general nursing as well as the post basic qualification. Experience: A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care, Midwifery or Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at Management level. A valid

		driver's license is essential. Must be computer literate. The applicant will be subjected to a practical assessment.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, Inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care. Participate in the formulation, monitoring and implementations of nursing guidelines, policies, protocol, standards and procedures. Manage and monitor utilization of human, financial and material resources. Manage staff performance, training and personal development of self and subordinate including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Maintain professional growth/ ethical standards and self-development. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Idea Clinics Realisation. Ensure promotion of the Employee Value Proposition.
<u>ENQUIRIES</u>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/78</u>	:	<u>ASSISTANT/AREA MANAGER NURSING NIGHT DUTY SERVICES: PNA-7 REF NO: 2020/DGMAH/04 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (All – inclusive package)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. An appropriate bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Current proof of registration with SANC as a Professional nurse. Diploma/Degree in Nursing Administration/Management registered with South African Nursing Council. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Willingness to work under pressure and beyond a call of duty.
<u>DUTIES</u>	:	Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work effectively and amicably at management

level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Able to develop and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management, Policies and Practices. Participate in training, research and self-development. Manage resources effectively and efficiently. (Human and Material). Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service. Ability to direct a multidisciplinary team at to ensure good nursing care at area/facility level. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Able to plan, maintain and control the nursing services budget for the area/facility.

**ENQUIRIES
APPLICATIONS**

: Mrs. Mafisa FF Tel No: (012) 529 3873
 : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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

: 31 January 2020

POST 02/79

: **OPERATIONAL MANAGER SPECIALTY (PNB-3) REF NO: 2020/DGMAH/05 (X6 POSTS)**
 Directorate: Nursing

**SALARY
CENTRE**

: R562 800 per annum (All – inclusive package)
 : Dr George Mukhari Academic Hospital
 Advanced Midwifery for Obstetrics and Gynaecology (X1 Post)
 Child/Paeds/Neonatal for Paediatric Ward (X1 Post)
 Child/Paeds/Neonatal/Critical Care for Paeds ICU (X1 Post)
 Operating Theatre and CSSD (X2 Posts)
 Critical Care for Surgical High Care (X1 Post)

REQUIREMENTS

: 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. Diploma/Degree in Nursing Management registered with SANC. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialties (Advanced Midwifery, Child/Paeds/Neonatal, Critical Care, Operating Theatre Nursing Science). Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Manage resources effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.

ENQUIRIES : Mrs. Mafisa FF Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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 : 31 January 2020

POST 02/80 : **OPERATIONAL MANAGER SPECIALTY PHC – FAMILY MEDICINE**
PNB4 REF NO: TMRH-OM-FM-01 (X1 POST)
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in

PHC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in PHC. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Ms. M.R.E. Damane Tel No: (010) 345 0971
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined

by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
31 January 2020

CLOSING DATE

:

POST 02/81

:

**OPERATIONAL MANAGER SPECIALTY PHC (OPD) PNB4 REF NO:
TMRH-OM-OPD-01 (X1 POST)**

Directorate: Nursing

SALARY

:

R562 800 – R633 432 Per annum plus benefits

CENTRE

:

Thelle Mogoerane Regional Hospital

REQUIREMENTS

:

Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in PHC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in PHC. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

:

To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES

:

Ms. M.R.E. Damane Tel No: (010) 345 0971

APPLICATIONS

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance

		(Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/82</u>	:	<u>OPERATIONAL MANAGER TRAUMA/CRITICAL CARE NURSING</u> <u>PNB4 REF NO: TMRH-OM-TCC-01 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R633 432 Per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in trauma nursing or critical care nursing science. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Trauma or Critical Care Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal,

holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Ms. M.R.E. Damane Tel No: (010) 345 0971
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 31 January 2020

POST 02/83

**OPERATIONAL MANAGER SPECIALTY ORTHOPAEDIC PNB4 REF
NO: TMRH-OM-ORTH-01 (X2 POSTS)**

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 per annum plus benefits
 : Thelle Mogoerane Regional Hospital
 : Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in Orthopedic Nursing Science. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Orthopedic Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work

independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Ms. M.R.E. Damane Tel No: (010) 345 0971
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 31 January 2020

POST 02/84 : **OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: REFS/004894**

Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R562 800– R633 432 per annum (plus benefits)

: Tara the H. Moross Centre, Sandton

: Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post-basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized 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 Psychiatry after obtaining the 1-year post-basic qualification in psychiatry. Proof of current registration with SANC. Sound interpersonal and good communication, decision making and problem-solving skills. Knowledge of Mental Health Care Act, PFMA and other Public-Sector Regulations and legislative framework. A valid driver's license. Basic and functional knowledge of the National core standards and Ideal Hospital Framework. Be willing to do shift/ night nursing and hospital supervisory duties.

DUTIES

: Demonstrate basic understanding of Human Resource policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary. Create and maintain a positive learning environment for students and staff. Compile monthly reports and other statistical reports as required. Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public holidays. Work with coordinators to Implement Infection Control, Environmental and Occupational health practices in the unit. Participate in other committee structures as requested by management. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES
APPLICATIONS

: Mr. S. Nhleko Tel No: (011) 535 3006/7/8

: can be hand delivered to- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125.

NOTE

: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Please note that due to technical problems with the GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE

: 31 January 2020

POST 02/85 : **OPERATIONAL MANAGER PNB3 (PHC) REF NO: SDHS 2020/01/03 (X10 POSTS)**

Directorate: Sedibeng District Health Services

SALARY
CENTRE
REQUIREMENTS

: R562 800 per annum (plus benefits)

: Sedibeng Clinics

: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree) in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post -basic nursing qualification, with at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. The post basic qualification should be in Primary Health Care, Midwifery or Neonatal Nursing Science. Proof of current registration with SA Nursing Council in general nursing as well as the post basic qualification. An applicant will be subjected to a practical assessment. Experience: A minimum of 9 (nine) years, appropriate/recognizable nursing experience after registration as

Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. Must be computer literate. A valid driver's license is essential. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Supervise and Manage administrative functions including control of attendance registers for all employees. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE

: 31 January 2020

POST 02/86

: **ALLIED MANAGER REF NO: STDH/00026 (X1 POSTS)**
Directorate: Allied Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R517 326 – R574 158 per annum plus benefits
: Sizwe Tropical Disease Hospital
: An appropriate qualification/degree in any of the following categories: Physiotherapy, Radiography, Occupational Therapy, Dietetics, Social Work, Speech & Audiology & other Allied related qualifications. Post graduate qualification in health management or equivalent will be an added advantage. Proof of original and current registration with HPCSA or SACSSP. Ten (10) years' experience in one of the relevant professions is required with at least 5 years in supervisory level. Good knowledge of public service legislation and Department of Health legislation, policies and guidelines. Computer skills, sound written and verbal communication skills. Knowledge of Quality Assurance and Quality Assurance Standards. Ability to work under pressure and independently. Strong interpersonal and leadership skill. Must have problem solving and decision making skills. Knowledge of health management principles, PFMA, BCE & other relevant legislations. Ability to build strong and efficient teams. Ability to further develop the standard and scope of hospital services in the related

		professions in terms of stakeholder management and capacity building. Knowledge and skills in the area of resource management.
<u>DUTIES</u>	:	Provide strategic leadership in the entire Allied department. Overall management and evaluation of the staff performance. Responsible for the formulation of the departmental Operational plan. Monitor staff performance and key performance areas of the department. Compile monthly, quarterly and annual performance reports as required by Hospital Management. Ensure adherence to the set clinical and quality health care standards. Provide support to the team so to maximise performance. Monitor patient experience of care for all units. Responsible for articulation of the relevant SOPs and implementing policies. Identify and support innovation strategies and platforms in and out of the department. Responsible for stakeholder relation management for projects, internally & externally. Ensure timeous submission of statistics and other relevant reports. Utilise all allocated resources effectively to achieve maximum service efficiency. Maintain ethical working standards and promote professional development for all staff. Perform any ad-hoc duties allocated by management. Be a team player.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr XS Padanilam Tel No: (011) 531 – 4410/4397
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
<u>NOTE</u>	:	To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/87</u>	:	<u>CHIEF PHYSIOTHERAPIST REF NO: SBAH 02/2020</u> Directorate: Physiotherapy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R466 119 per annum plus benefits
	:	Steve Biko Academic Hospital
	:	B.Sc Physiotherapy or equivalent qualification. Valid registration with the HPCSA as an independent Physiotherapy practitioner. Extensive experience in the Physiotherapy profession of which at least 3 years involvement in supervisory functions. Knowledge of public service legislation, policies and procedures. Good writing, communication, supervisory, planning and organizational skills. Ability to work in a multidisciplinary team.
<u>DUTIES</u>	:	Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Unit Organogram. Manage own patient workload. In the absence of the manager, attend relevant meetings and assume relevant functions on behalf of the manager. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the unit. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, and training of operational staff and students. Management of personnel performance and review thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. FN Pebane Tel No: (012) 354 1652
	:	to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 31 January 2020

POST 02/88 : **OPERATIONAL MANAGER GENERAL (MEDICAL WARD) PNA5 REF NO: TMRH-OMG-MW-01 (X1 POST)**
Directorate: Nursing

SALARY : R444 276 – R500 031 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 (standard 10). A Basic R425 qualification (Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and midwife. Current Registration with the SANC as Professional Nurse & midwife. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES : Ms. M.R.E Damane Tel No: (010) 345 0971
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will

promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
31 January 2020

CLOSING DATE

:

POST 02/89

:

OPERATIONAL MANAGER GENERAL (SURGICAL WARD) PNA5 REF NO: TMRH-OMG-SW (X1 POST)

Directorate: Nursing

SALARY

:

R444 276 – R500 031 Per annum plus benefits

CENTRE

:

Thelle Mogoerane Regional Hospital

REQUIREMENTS

:

Grade 12 (standard 10). A Basic R425 qualification (Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and midwife. Current Registration with the SANC as Professional Nurse & midwife. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

:

Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES

:

Ms. M.R.E Damane Tel No: (010) 345 0971

APPLICATIONS

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

:

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be

available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 31 January 2020
- POST 02/90** : **OPERATIONAL GENERAL MANAGER NURSING PNA-5 NIGHT DUTY**
REF NO: 2020/DGMAH/06
Directorate: Nursing
- SALARY** : R444 276 per annum (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care at night as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : Mrs. Mafisa FF Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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** : 31 January 2020
- POST 02/91** : **OPERATIONAL GENERAL MANAGER NURSING PNA-5 FOR SURGICAL WARD REF NO: 2020/DGMAH/07**
Directorate: Nursing
- SALARY** : R444 276.per annum (All – inclusive package)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Participate in training, research and self-development. Promote achievement of National Core Standards targets. 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. Be prepared to work shifts including rotating and relieving on night duty. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery
- ENQUIRIES** : Mrs. Mafisa FF Tel No: (012) 529 3873
- APPLICATIONS** : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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** : 31 January 2020
- POST 02/92** : **OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1 REF NO: JUB 03/2020**
Directorate: Health (Nursing)
- SALARY** : R444 276 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Basic R425 Qualification (Degree/Diploma) in nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A minimum of seven years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC. Proof of current registration with SANC. Qualification in Nursing Management will serve as an added advantage. Competencies: Promote the quality of nursing care. Apply Batho Pele Principles in Nursing care. Demonstrate Basic computer literacy. Leadership skills, problem solving, conflict management Knowledge of Nursing prescripts.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate Nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care and users to assist in achieving optimal care and rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Manage proper utilization of human, financial and physical resources. Participate in formulation, analysis and implementation of nursing guidelines, practices, standards and procedures. Collect, Provide and use relevant information/statistics for the enhancement of service delivery. Execute after hours and weekend duties. Deputize for Assistant Manager Nursing.
- ENQUIRIES** : Ms T Ngwenya Tel No: (012) 717 9398
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A 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 must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 31 January 2020
- POST 02/93** : **LECTURER PND 1/2 REF NO: REFS/004904 (X7 POSTS)**
Directorate: Nursing Services
- SALARY** : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)
- CENTRE** : Bonalesedi Nursing College
- REQUIREMENTS** : **PND1:** Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/ recognizable nursing experience after registered as a professional Nurse. **PND2:** Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Educator. Minimum of 14 years appropriate/ recognizable nursing experience after

registered as Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, have knowledge of the transformation in Nursing Education and the legal framework. Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Valid driver's license. Must be able to work under pressure.

DUTIES : Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for internal basic students. Participate in development, review and evaluate policies in nursing education Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Participate in Work Integrated learning for the learners in all clinical areas accredited for the College. Must be prepared to travel to all areas utilized for experiential learning. Participate in Curriculum development. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education. Utilization of technology for teaching, evaluating, monitoring and management of the program.

ENQUIRIES APPLICATIONS : Mr. K.T. Baloyi Tel No: (011) 696 8336
: should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725.

NOTE : Applications must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE : 31 January 2020

POST 02/94 : **PROFESSIONAL NURSE SPECIALTY PNB-1 REF NO: 2020/DGMAH/08**
Directorate: Nursing

SALARY CENTRE : R383 226 per annum (All – inclusive package)
: Dr. George Mukhari Academic Hospital
Critical Care
Operating Theatre
Trauma
Advanced Midwifery
Child/Neonatal.Paediatric
Nursing Science
Orthopaedic Nursing Science
Oncology
Ophthalmology
Nephrology
Advanced Psychiatric

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

- Preference will be given to Dr George Mukhari Academic Hospital employees.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES** : Mrs. Mafisa FF Tel No: (012) 529 3873
- APPLICATIONS** : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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** : 31 January 2020
- POST 02/95** : **CLINICAL NURSE PRACTITIONER PNB1 (PHC) REF NO: SDHS 2020/01/04 (X11 POSTS)**
Directorate: Sedibeng District Health Services
- SALARY CENTRE** : R383 226 per annum (plus benefits)
Levai Mbatha CHC (X1 Post)
Beverly Hills (X1 Post)
Midvaal CDC (X1 Post)
Midvaal Mental Health Clinic (X1 Post)
Bophelong CDC (X1 Post)
Usizolwethu Clinic (X1 Post)
Zone 3 Clinic (X1 Post)
BoIPATONG CHC (X2 Posts)
Empilisweni CDC (X1 Post)
Osizweni Clinic (X1 Post)
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. A post basic qualification in Primary Health Care and Midwifery and Neonatal Nursing Science referred to in glossary of terms.

Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

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

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE : 31 January 2020

POST 02/96 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: SBAH 03/2020**
 Directorate: Occupational Therapy

SALARY : R317 976 - R439 164 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational therapist is compulsory. Proof of registration for the current year. Proven knowledge and 2 years clinical experience in Vocational rehabilitation or conducting PILIR/Incapacity Assessments. Computer literacy is essential. Post graduate diploma in vocational rehabilitation would be an added advantage.

DUTIES : Rendering comprehensive vocational rehabilitation service including functional capacity evaluation/work Assessments using various applicable tests to the clients referred. Compile functional capacity evaluation reports for the incapacity committee. Perform work hardening programmes where required. Assist in the management of all resources of the vocational rehabilitation subsection, including supervision and performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated areas. Participate in the formulation and review of strategies in allocated area of work as required. Rendering clinical services to inpatient and outpatients

when required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

ENQUIRIES : Mr. T Ncwane Tel No: (012) 354 1665
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 31 January 2020

POST 02/97 : **CASE MANAGER REF NO: 2020/DGMAH/09**
Directorate: Finance

SALARY : R316 791 per annum (Level 08) (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : A health related diploma or degree registrable with the South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Willingness to work overtime. Good knowledge of the Uniform Patient Fees Scheduled (UPFS), Managed Health Care or Hospital Knowledge of Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Scheme Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and Web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Ability to communicate (written and verbally) in English and at least two of the official languages.

DUTIES : Perform Case Management functions, i.e. assist authorization, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilization. Provide quotations to H2, H3 and Foreign patients. Assist with assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the hospitals, (including providing the necessary on-site skills development and training of all relevant role players). Conduct clinical audits of patient accounts inclusive of medical aids, State Departments, e.g. RAF and COIDA to ensure accuracy of invoices with regards to ICD-10 codes, UPFS procedure codes and resource utilization. Provide support in terms of hospital account queries and assist with follow up of outstanding medical scheme balances (Medikredit EDI reports). Supervision of staff and liaison with relevant role players in matters relating to Case Management.

ENQUIRIES : Mr. Molalogi P Tel (012) 529 3081
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from

any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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** : 31 January 2020
- POST 02/98** : **PROFESSIONAL NURSE GRADE 2 REF NO: JUB 02/2020**
Directorate: Quality Assurance
(Re-Advert)
- SALARY** : R315 963 per annum Plus Benefits
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or senior certificate, Basic Diploma/ Degree in nursing, accredited with SANC. Minimum of 10 years' experience after registration as professional nurse, 3 years of 10 years' experience in Quality Assurance unit. SKILLS: Good communication skills, good ethical practice and caring attitude, basic computer skills and valid driver's license.
- DUTIES** : Co-ordinate the activities of Quality Assurance. Manage customer care programs, complaints, compliment Management, Clients satisfaction. Monitor waiting time. Manage accreditation program for the hospital in line with regulated standards (NCS). Assist in clinical Audits system. Reporting and investigation of patient safety indent. Liaise with central and District Office on Quality matter. Prepare and present Quality Important Reports. Monitor and evaluate compliance with ideal hospital. Assist with clinical records audits. Conduct walk about support about, Support Quality champions, Assist with Staff Excellence Awards. Attend district and Provincial Meetings.
- ENQUIRIES** : Ms Mokwena R.A Quality Assurance Manager Tel No: (012) 717 9355
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A 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 must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 31 January 2020
- POST 02/99** : **COMMUNICATION OFFICER REF NO: REFS/004892**
Directorate: Administration
- SALARY** : R257 508 - R303 339 per annual (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : An appropriate recognized three (3) years National Diploma (NQF 6)/Degree in Marketing /Public Relations or Communication, with at least two (2) years' experience as a communication officer. Good understanding and knowledge of communication, sound interpersonal relations, project planning skills, ability to prepare reports. Must be

	:	computer literate and have a valid driver's license. Public sector Hospital environment experience will be an added advantage.
<u>DUTIES</u>	:	Formulation and implementation of information and communication strategies in order to promote mutual understanding between the hospital and the community. Planning and understanding internal liaison activities to keep staff informed of the developments in the institution .provide communication support to the various departments' events and activities. Ensure that the hospital has adequate marketing materials and publications at all times. Publish quarterly internal newsletters. Coordination of the annual open day events. Participate in the Department of Health Communication Forums. Manage day to day information Sharing and management of notice board displays. Preparation and distribution of press statements and news worthy Items in the media. Reply to refer and enquire on specific function held in the relevant departments. Submission of quarterly reports. Manage hospital social media accounts and the distribution of internal and external memos. Perform any other duties that may be laid down from time to time by those in authority. Secretary and liaison between Hospital Board. Participation in various committees.
<u>ENQUIRIES</u>	:	Mr. V. Doorasamy Tel No: (011) 535 3032/3002
<u>APPLICATIONS</u>	:	must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7Randburg 2125.Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address
<u>NOTE</u>	:	People with disabilities, Coloreds, Indians and Whites are encouraged to apply.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/100</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: HRM 01/2020 (X1 POST)</u> Directorate: Human Resource
<u>SALARY</u>	:	R257 508.per annum
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource/Labour Relation with 3 years' experience or Grade 12 with 5 years' experience in Labour Relations. Must have knowledge of relevant legislations/directives and policies such PHSDBC, PSCBC and CCMA procedures. Know Public Service Regulatory framework relating to HRM and Labour Relations. Candidate must be experienced in handling grievance procedures. A valid driver's licence will be an advantage. Be computer literate. Good communication skills (verbal and non-verbal, report writing skills, negotiation skills, mediation skills, problem solving skills) and ability to work under pressure.
<u>DUTIES</u>	:	Initiate and promote training in Labour Relations for Staff. Monitor and evaluate compliance with collective agreement, policies and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations and progressive discipline. Manage disciplinary cases and compile database. Manage strikers and dispute resolutions, monitoring progress of Employee Wellness Programme (EAP), Employment Equity Act (EEA). Maintain the existence of communication structures in the Hospital. Provide information/advice/Support to Top Management. Ensure that the statistics is submitted timeously to relevant offices. Be part of Quality Assurance team.
<u>ENQUIRIES</u>	:	Ms JD Mojelele Tel No: (016) 428-7191
<u>APPLICATIONS</u>	:	Be submitted to: The HR Office Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag X031, Vereeniging, 1930.
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not older than six months must People with disabilities are encouraged to apply. If you did not hear from us within Three months please consider your application unsuccessful. Medical surveillance will be conducted to all Successful candidates.

CLOSING DATE : 31 January 2020

POST 02/101 : **CLINICAL ENGINEERING TECHNICIAN REF NO: 2020/DGMAH/10**
Directorate: Clinical Engineering

SALARY : R257 508 per annum (Level 07) (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : National Diploma Electrical Engineering/National N Diploma or relevant Qualification (Clinical Engineering). 1 or 2 years' experience in Clinical Engineering environment. Good communication skills (Verbal and written). Ability to work under pressure. Knowledge and skills in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, multimeter and resources with clinical engineering. A valid driver's license will be an advantage.

DUTIES : perform in house repairs and maintenance of medical equipment. Training of clinical engineering students. Must be available to perform standby and afterhours duties. Type out reports. Attend meeting related to medical equipment. Supervision of all on-site repairs, maintenance, procedures and safety checks. Advise on all aspects relating to the medical technology lifecycle. Monitor service level agreements with external service providers.

ENQUIRIES : Mr. Tsie LK Tel No: (012) 529 3766
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of the race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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 : 31 January 2020

POST 02/102 : **ADMINISTRATION OFFICER: CLEANING/LAUNDRY SUPERVISOR-REF NO: HRM 3/2020**
Directorate: Support Services

SALARY : R257 508 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 plus 3 years' experience in Cleaning and Laundry Supervision. A three year Tertiary qualification will be an added advantage. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and Infection Control.

DUTIES : Supervision of Cleaning and Laundry Departments. Ensure cleaning schedule and checklist are available and implemented. Ensure compliance to National Core Standard. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in

coordination with all other stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that cleaning and laundry personnel are performing the required duties. Appropriate cleaning and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, materials and equipment of both Cleaning and Laundry Departments. Be actively involved in budgetary control and saving measures. Take responsibility of Waste Management in collaboration with the Infection Control Officer. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor or Manager.

ENQUIRIES : Mr. E. Mangwane Tel. No: (011) 951-8392/98
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 : 31 January 2020 Time: 12H00

POST 02/103 : **MONITORING AND EVALUATION AUDITOR REF NO: 2020/DGMAH/11**
 Directorate: Information Communication and Technology

SALARY : R208 584 per annum (Level 06) (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Evaluation/Auditing/Risk Management/ Quality Assurance or Information (Statistics). A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data /information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow-up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Update all the M & E information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you and insure the delivery of the Hospital strategy and operational plan. Perform regular follow-ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit's operational plan. Provide monthly M&E report including ad-hoc reporting.

ENQUIRIES : Mr. Malepane A Tel No: (012) 529 3678
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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 : 31 January 2020

POST 02/104 : **ADMINISTRATION CLERK REF NO: TRP 02/2020 (X1 POST)**
Directorate: Transport Department

SALARY : R173 703.per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 or equivalent. Exposure in transport management / Diploma in transport management or logistics management will be an advantage. Key competencies; knowledge of Electronic Log System and GG Vehicle Management System, Financial and Risk Management including policies regulating the use of Government vehicles and logistic scheduling. Computer literacy and ability to communicate at all levels, organizing, planning, problem solving, customer interaction skills, lead and work in a team, work under pressure and meet deadlines. Candidate must have driver's license code 8 /10.

DUTIES : Management of transport section. Coordinate transport and ensure the optimal utilization of government vehicles. Ensure that capturing of kilometres of GG vehicles takes place on a monthly basis on the ELS System. Ensure that transport forms are approved timeously. Daily planning schedules of drivers and vehicles trips on time. Compiling of monthly reports and meets deadlines. Ensure that petrol cards are kept safe at all times. Ensure that inventory of vehicles is done daily. Communicate effectively with all stakeholders. Supervise and evaluate staff on Performance Management Development System (PMDS). Ensure all drivers have a valid driver's license and PDP.

ENQUIRIES : MS TB Morule Tel No: (016) 428 7086
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months. People With Disabilities Are Encouraged To Apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.

CLOSING DATE : 31 January 2020

POST 02/105 : **ADMINISTRATIVE CLERK: SECRETARY REF NO: 2020/DGMAH/12**
Directorate: Nursing
(Re-advertisement)

SALARY : R173 703 per annum (Level 05) (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 certificate. Diploma or Degree in Secretarial studies/Office management/Office Administration/Management assistant/Office management and Technology plus a minimum of 1 year

appropriate/recognizable experience as an administrative secretary. Hospital experience will be an added advantage. Good communication and interpersonal skills. Computer literacy. A proficient user of Microsoft based programmes including power point and you may be subjected to typing test. Be reliable, punctual and professional. Be creative and able to use own initiative. Be able to prioritize and have exceptional attention to detail. Ability to work under pressure and meet tight deadlines.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Nurse Manager. Take minutes during meetings of the Senior Manager and compile minutes' files. Compile reports as required by the Manager. Coordinate logistical arrangements for meetings when required. Managing the office Diary and arranging appointments. Receiving visitors and Document management. Liaising with relevant stakeholders. Assist with procurement of goods and services. Handling Maintain office records and invoicing. Manage databases. Accurate filing of correspondences and other documents including personnel records. Retrieving personnel records on request. Issuing salary advices for nursing personnel. Photocopying, binding and scanning. Compiling reports and statistics. Communicate with office of CEO. Attend to notice board. Mentoring interns. Remains up to date with regard to the policies and procedures applicable to Senior nurse manager. Remain abreast with the procedures and processes that apply in the office of the Senior Nurse Manager.

ENQUIRIES APPLICATIONS : Ms. Mafisa FF Tel No: (012) 529 3873
: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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 : 31 January 2020

POST 02/106 : **ADMINISTRATION CLERK: LABOUR RELATIONS REF NO: 2020/DGMAH/13**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05) (All – inclusive package)
: Dr. George Mukhari Academic Hospital
: Grade 12 (Degree or National Diploma will be an advantage). Two years or more experience in administration and secretarial services at meetings (Experience in a Labour Relations environment will be an advantage). Computer literate (MS Word, MS Excel and MS Power-point). Ability to write report and minutes. Good verbal communication and interpersonal skills. Be able to work in a team. Experience in the following: prepare agendas, taking minutes at meeting and typing of minutes. Knowledge of relevant Labour Legislation (LRA, BCEA, Public Service Act, Grievance Procedures, Disciplinary Code and procedures for the Public Service).

<u>DUTIES</u>	:	Responsible for communication between Management and Labour Unions. Writing of reports, Arrange grievance hearings and disciplinary hearings. Arrange training for employees in relation to Labour Relations. Responsible for monthly, quarterly and annual statistics. Render secretarial support during disciplinary hearing at Bilateral and Multilateral meetings. Submit and prepare strike reports to management and central office. Prepare bundles and arrange witnesses. Appoint Presiding Officers and Investigating Officers. Forwards appeals to the Appeals committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Smith H Tel No: (012) 529 3020 can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/107</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2020/01 (X200 POSTS)</u>
<u>SALARY</u>	:	R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.
<u>CENTRE REQUIREMENTS</u>	:	Various EMS Districts Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver's (PrDP) permit for transporting patients.
<u>DUTIES</u>	:	Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Ndlovu Tel No: (011) 564 2262 Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
<u>NOTE</u>	:	Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full.

Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 31 January 2020

POST 02/108 : **CLEANING SUPERVISOR REF NO: CS/KPTH/01/20**
Directorate: Cleaning

SALARY : R145 281 –R171 138 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and a minimum of five (5) years proven experience in a formal clinical or hospital environment as a cleaner. Proven Computer literacy. Must be able to plan, organize, supervise inspect and evaluate work of subordinates. Must have the working knowledge of the operation and care cleaning machines and equipment. Good knowledge of occupational health and safety and infection prevention and control. Communication skills, problem solving skills. Be prepared to work shifts, night duty shifts including weekend, public holidays and rotated to different areas in the hospital. Perform any other duties assigned by the supervisor. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work shift work including weekends and public holidays when requested.

DUTIES : Supervise cleaners, Assigns schedules and duties to cleaning staff. Maintain leave register, attendance register and leave plan for component. Makes rounds and inspections. Ensure that cleaning personnel are performing assigned duties. Ensure that appropriate cleaning procedures are being rendered, quality control measures are continually maintained through work schedules. Ensure safe keeping and maintenance of cleaning equipments. Ensure total coverage of cleaners in all areas in the hospital. Maintain and keep control of stock level of cleaning materials equipment and perform any other duties delegated by the supervisor. Advocate discipline and implement appropriate procedures.

ENQUIRIES : Ms T Mathonsi Tel No: (012) 318- 6634
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a completed CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. NB: Additional Criteria to Select May Apply

CLOSING DATE : 31 January 2020

POST 02/109 : **LAUNDRY SUPERVISOR REF NO: 2020/DGMAH/14 (X3 POSTS)**
Directorate: Logistics

SALARY : R145 281 per annum (Level 04) (All-inclusive Package)
CENTRE : Dr George Mukhari Academic Hospital

<u>REQUIREMENTS</u>	:	Abet level 4/Grade 10. Three (3) years relevant and proven laundry experience, must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Working knowledge of the operation and care of laundry machines and equipment. Good knowledge of Occupational Health and Safety and Infection Control. Be prepared to work shifts including weekends and public holidays. Basic proven knowledge of operating/using a computer will serve as an added advantage. No application shall be considered if no proof of original and official proof of residence from local Municipal or Tribal Authority attached.
<u>DUTIES</u>	:	Supervise Laundry workers. Assigns schedules and duties to laundry staff. Train, monitor and evaluate laundry staff. Make rounds and inspections to ensure that laundry personnel are performing the required duties, appropriate laundry procedures are being rendered, and quality control measures are continually maintained. Schedules preventative maintenance of laundry equipment. Recommends discipline and implements appropriate procedures. Perform any other duties delegates by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr.MW Ndlovu Tel No: (012) 529 3406 can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/110</u>	:	<u>PROPERTY CARETAKER REF NO: REFS/004893</u> Directorate: Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 - R120 780 per annual (plus benefits) Tara the H. Moross Centre, Sandton
<u>DUTIES</u>	:	ABET Level 4; Grade 10-12. Between 0-2 years relevant experience. Knowledge of farming and the use of garden equipment or tools .The ability to drive a tractor will be advantageous. Possess physical strength and endurance to meet the strenuous demands of the position. Must be reliable, punctual and honest. Must have a valid driver's license. Digging and weeding of garden and removal of dead wood. Mowing of lawns using lawnmowers and trimming Machines. Apply fertilizers and water garden. Clean premises by removing litter and emptying refuse containers. Wash and disinfect garbage storage areas. Assist with moving and delivery of equipment and furniture. Sweeping and washing of roads and paved areas. Carry out pest control functions on the premises and in the Hospital facilities Adhere to any instructions issued by an officer. Perform various duties inside facility on rainy days. Perform any other duties delegated by supervisor.
<u>ENQUIRIES</u>	:	Mr. B Mngomezulu Tel No: (011) 535 3025

APPLICATIONS : must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE : 31 January 2020

POST 02/111 : **CLEANERS REF NO: HRM 2/2020 (X2 POSTS)**
Directorate: Support Services

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02) (Plus Benefits)
Sterkfontein Hospital
A minimum of abet level 4/ grade 9 or equivalent. 1 to 3 years cleaning experience in a hospital. EPWP cleaning experience will serve as an added advantage. Must possess the ability to plan. Working knowledge of the cleaning equipment's. Good knowledge of occupational health and safety and infection control. Knowledge of Batho Pele principles and comply with the national core standards.

DUTIES : Cleaning of clinical and non-clinical areas in the hospital, offices, wards, corridors, boardrooms. Sweeping of floors, removal of general and medical waste, empty and wash bins, cleaning of patients' lockers. Strip and seal vinyl floors, preparing board rooms for events. Vacuuming and shampooing of carpet floors. Dusting and waxing office furniture. Cleaning of bathroom, rest rooms, toilets and basins. All Cleaners will rotate through the Institution and have to work shifts as allocated on the duty rosters. Perform any other duties delegated by the Supervisors or Managers.

ENQUIRIES APPLICATIONS : Mr. E. Mangwane Tel No: (011) 951-8392/98
Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 31 January at Time: 12H00

POST 02/112 : **PORTER REF NO: ODI/06/01/2020/01 (X2 POSTS)**
Directorate: Support Service
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R102 534 per annum
ODI District Hospital
ABET/Level 4 or Grade 10 certificate with 1 year experience in pottering. Pottering motivation must be attached. Ability to read and write, good communication and interpersonal skill. Ability to work under pressure and willing to learn and be exposed to hospital environment.

DUTIES : Transporting of patients into ambulances. Assist patients who are unable to walk to and from private cars. Accompany walking and non-walking patients per stretchers and wheelchairs from all different areas of the hospital. Transporting of corpses to Mortuary and checking of Mortuary gauges. Cleaning of wheelchairs and stretchers at all the times. Adhere to Batho-Pele principles and Occupational Health and Safety Regulations as well as infection Principles. Be prepared to work shifts.

ENQUIRIES APPLICATIONS : Ms. Moeng L.M Tel No: (012) 725 2472
Hand delivered is encouraged and other means of posting to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION NOTE : Ms. L.M. Moeng
Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months, no copy of copies allowed.

Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People who previously apply are encouraged to re-apply.

- CLOSING DATE** : 31 January 2020
- POST 02/113** : **FOOD SERVICE AID REF NO: ODI/06/01/2020/02 (X2 POSTS)**
Directorate: Administration
(Re-Advert)
- SALARY** : R102 534 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : ABET/ Level 4 or Grade 10 certificate with 1 year experience in Food Service environment, previous experience in food preparations and diet knowledge in hospital will be an advantage. Communication skills and willing to work in a team be able to work shifts, night duty including weekends and public holidays.
- DUTIES** : Perform routine task in food service unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit. Carrying heavy basket, packing and withdrawal of cook freeze food in the refrigerator. Do preparation, breakfast, cooking, portioning food according to portion control measures, garnishing of food labelling and serving food according to patient's diets. Preparation of diabetic snacks for diabetic patients. Wash crockery and cutlery of patients and assist when there is a function. Be prepared to relieve in all areas of food service unit when required.
- ENQUIRIES** : Ms. Mahlangu TR Tel No: (012) 725 2345
APPLICATIONS : Hand delivered is encouraged and other means of posting to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- FOR ATTENTION** : Ms. Mahlangu TR
NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months, no copy of copies allowed. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People who previously apply are encouraged to re-apply.
- CLOSING DATE** : 31 January 2020

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za or by Email Recruitment.Premier@gauteng.gov.za (the email should only be used by applicants for the HOD post) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 31 January 2020
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof

of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test 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). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 02/114 : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT REF NO: REFS/004907**
 (3-year performance based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. A post graduate qualification in Property/Facilities/Construction Management will be a strong advantage. Registration as Professional Engineer will serve as a strong recommendation. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, Change Management and Project Management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

<u>DUTIES</u>	:	Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies, 5 year strategic Plan and Annual Performance Plan. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities and Growing Gauteng Together: Vision 2030 strategy. Ensuring operational efficiency and strategic outputs of the Department, agencies or special units associated with the Department. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Working closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Maximise social and economic infrastructure through sound management of the GPG Property Portfolio. Enhance Local Economic Development and the effective service delivery to Community Client Core via the implementation of the Expanded Public Works Programme (EPWP). Monitor the implementation of the Provincial Property Management Optimisation Plan to enhance service delivery and revenue generation opportunities in the Province. Ensure compliance with good corporate governance and the provision of corporate support services within the Department and effective infrastructure delivery via implementation of GPG Property Management Strategy. Ensure that the GPG property portfolio (leased and owned properties) complies with occupational health and safety and all related building regulations and legislation. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various intergovernmental fora.
<u>ENQUIRIES</u>	:	SN Mtshali Tel No: (011) 355 6280
<u>POST 02/115</u>	:	<u>DIRECTOR: SECURITY MANAGEMENT SERVICES & WORK ENVIRONMENT REF NO: REFS/004908</u> Chief Directorate: Security Management Services & Work Environment
<u>SALARY</u>	:	R1 057 326 - R1 245 495 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF level 7) in Security, Risk and Safety Management and any related fields. Minimum of 5 years' experience in the Middle Management level in the field of Physical Security, Administration, Technical Support, Minimum Information Security Standards (MISS), Communication and Security Investigations, Threat and Risk Assessment, Security vetting within the Government environment. Good Project, Financial and Human Resources Management skills. Planning and organizing skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Manage the Security and Risk Management Directorate. Develop and implement standardized security and risk management policies across the GPG. Ensure safety of executive members and GPG precinct. Uniform implementation of the Guide for members of the executive. Monitor and ensure compliance of security upgrades at private residences of members of the executive. Oversee and improve vetting of SMS members and staff in high risk areas across the GPG. Conduct regular threat and risk assessment. Monitor and evaluate safety and security arrangements for GPG. Convene the Security Managers Forum. Represent the GPG on various security and risk related forums. Compliance with Occupational Health and Safety legislation. Conduct regular internal compliance audits and inspections. Proper security and risk management at strategic events

to ensure zero incidents and losses. Identify risks and threats to the security in the Office of the Premier and vulnerabilities in the office's capacity to counter these and base planning on risk level. Devise all security measures and procedures for the Office of the Premier and across the GPG, based on the security policies and evaluate and improve the effectiveness thereof. Conduct security awareness programmes and monitor the extent of compliance to security policies. Ensure zero security breaches/leakage of sensitive information for investigation and keep record of all incidents. Provide security technical support. Conduct physical security and ensure proper implementation of recommendations, in consultation with relevant authorities. Liaise with the relevant authority on all physical security needs and problems to ensure effective security. Manage human resources and budget of the directorate.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355-6060

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents

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

OTHER POSTS

POST 02/116 : **DEPUTY DIRECTOR-WAR ON POVERTY REF NO: SD/2020/01/01**

SALARY : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE : Head Office Johannesburg

REQUIREMENTS : A three-year Tertiary qualification in Community Development with 3-5 years' experience in the public sector. A valid driver's license. Knowledge and understanding of Legislative and Policy frameworks, procedures and processes regulating the implementation of War on Poverty programmes in the Public Sector. Knowledge and understanding of Departmental War on Poverty priorities, commitments, systems and processes. Skills and Competencies: Customer relationship management, Demand planning, coordinating, Analytical, report writing, communication, leadership, community development, good counselling and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details. Basic knowledge of all relevant policies, legislation, processes and the ability to uphold confidentiality.

DUTIES : Management of national integrated information services, including the configuration of NISIS, coordination, upgrading and reporting on the system. Manage the door data capturing of poor household. Manage the production of profile, referral, and intervention reports. Oversee the storage and retrieval of beneficiary information. Engagement with stakeholders and liaise with the provincial government on the rollout of Ntirhisano War Room programme. Raise awareness to private sector on War on Poverty programmes. Facilitate interventions to poor household

by coordinating the verification of beneficiary, including the coordination planning of community dialogue and service blitz events. Manage staff development, performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES APPLICATIONS : Ms I Mantome Tel No: (011) 2270105
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms I Mantome
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/117 : **ASSISTANT DIRECTOR- LABOUR RELATIONS REF NO: SD/2020/01/02**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: Head Office Johannesburg
: A three-year Tertiary qualification in Human Resource Management/Labour Relations /Labour Law with 3-5 years' experience in Labour Relations. A valid driver's licence. Knowledge and understanding Bargaining, Dispute Resolution, Management of Discipline and Grievances legislation and policy framework, procedures and processes applicable in the Public Service. Knowledge and understanding of current Collective Resolutions and Agreements legally binding to the Department. Knowledge and understanding of Departmental Labour Relations challenges, priorities, procedures and processes. Skills and Competencies: Ability to handle pressure, report writing, negotiation, conflict resolution, people management communication and collective bargaining skills.

DUTIES : Attend Departmental Multi-Lateral Forums, Collective Bargaining Forums, Attend to and support entity multi-lateral forums and Bilateral Forums. Represent the Department in conciliation cases, Dispute Resolution arbitration cases and implement the outcomes/agreements arising from dispute cases. Management of Discipline, represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Management of Grievances, assist and advice line managers in resolving staff grievances and monitor the resolution of grievances. Report on Departmental Bargaining processes, labour relation reporting, report on dispute, grievances and disciplinary cases.

ENQUIRIES APPLICATIONS : Ms I Mantome Tel No: (011) 227 0105.
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms I Mantome
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/118 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: SD/2020/01/03**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: Head Office Johannesburg
: A three-year Tertiary qualification in Organisational Development with 3-5 years' experience in the field of Organisational Development in the Public Service. A valid driver's licence. Knowledge and understanding of

work study, change management, job profiling, job evaluation, establishment administration systems, procedures, processes and practices applicable in the public service. Skills and Competencies: Work study investigative, change management and establishment administration, report writing, project management, consultation and people management skills.

DUTIES : Profile newly defined posts and provide job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts. Identify, prepare and submit motivation for evaluation of identified posts. Prepare and facilitate a Job Evaluation panel on evaluated posts. Monitor and communicate the implementation of the Job evaluation mandates. Identify, prepare and submit motivation for implementation of proposed amendments to establishment. Monitor and communicate the establishment changes to programme managers. Identify, prepare and submit motivation for implementation of work study interventions. Submit and monitor the implementation of work study mandates and communicate to programme managers. Design and implement Change Management Strategies and Plans. Institutionalise change and prepare a close-out report on change management.

ENQUIRIES APPLICATIONS : Ms I Mantome Tel No: (011) 227 0105
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms I Mantome
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/119 : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: SD/2020/01/04**

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office Johannesburg
REQUIREMENTS : A three-year Tertiary qualification in Human Resource Management with 3-5 years' experience in the Recruitment environment in the Public Service. A valid drivers' licence. Knowledge and understanding of Recruitment systems, procedures and processes applicable in the Department. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Skills and Competencies: Must be target oriented individual, Honest and Integrity, Performance and Self driven. Must have Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, People management and Empowerment skills.

DUTIES : Management of Pre-recruitment functions. Supervise the preparation and submission for approval of motivation for filling of posts. Management of Selection Procedures. Plan and schedule staff for preliminary shortlisting. Prepare motivation for appointment. Management of Appointment Procedures. Supervise the preparation and submission of documents for processing of appointment of staff on PERSAL. Management of Probation Process. Monitor the receiving, capturing and archiving of quarterly probation reports. Management of Promotions. Supervise the preparation and submission of documents for promotion of staff. Management of Transfers. Supervise the preparation and submission of documents for approval and implementation of transfers. Management of OSD Functions. Supervise and monitor the submission of documents for implementation of OSD translations on PERSAL. Management of Staff. Plan and implement staff development.

ENQUIRIES APPLICATIONS : Ms I Mantome Tel No: (011) 227 0105
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street,

Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms I Mantome
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/120 : **SOCIAL WORK POLICY DEVELOPER HIV AND AIDS REF NO: SD/2020/01/05**

SALARY : R363 801 – R581 178 per annum (within the OSD Framework)
CENTRE : Head Office Johannesburg
REQUIREMENTS : Degree in Social Work. A minimum of 8 years' experience as a Social Worker in social work welfare services sector after registration with SACSSP. Current registration with SACSSP. A valid driver's license. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing social services and welfare services. Skills and competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.

DUTIES : Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Provide and monitor capacity building of service providers. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required, these may include among others costing the policy. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments including monitoring and studying the social services legal and policy framework continuously. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Perform the administrative functions required in the unit.

ENQUIRIES APPLICATIONS : Mr O Mkhabela Tel No: (011) 355 7937
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr O Mkhabela
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/121 : **SENIOR ADMINISTRATIVE OFFICER: HRA REF NO: SD/2020/01/06**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Head Office Johannesburg
REQUIREMENTS : A three-year Tertiary qualification in Human Resource Management with 2-3 years' experience in service benefits and condition of service. A valid driver's license. Knowledge and understanding of service benefits and conditions of service processes and procedures in the Public Service. Knowledge and understanding of Departmental processes and procedures regarding service benefits and conditions of service. Skills and Competences: Persal, report writing, computer, conflict management, communication and interpersonal skills.

DUTIES : Administration of Leave records. Manage the maintenance record on submitted and captured leave. Administration of PILIR Applications. Receive and verify the sick leave record, check the correctness if completed application forms and prepare and send motivation to the

Health Risk Manager. Administration of Service Benefits. Prepare motivation for approval by HOD on allowances and attend to queries and inform the official on the progress made on applications. Processing of Employee Exits. Receive and quality assure records of termination and transfer out, prepare motivation on termination of service, determine leave gratuity and outstanding debt owing to or by exiting employees, submit employee exits documents for verification, approval and implementation, follow-up on the progress of employees exits and termination of service with GEPF and GDF. Supervision of staff. Supervise staff performance, training needs, leave plan and grievance and disciplinary matters.

ENQUIRIES : Ms Maipato Skosana Tel No: (011) 227 0069
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Ms Maipato Skosana
NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/122 : **SENIOR ADMINISTRATIVE OFFICER: RECRUITMENT REF NO: SD/2020/01/07**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Head Office Johannesburg
REQUIREMENTS : Three-year Tertiary qualification in Human Resource Management with 2 - 3 years' experience in the Recruitment environment in the Public Service. A valid driver's licence. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Skills and Competencies: Target oriented individual, Performance and self-driven, Honesty and integrity. Must have facilitation skills, consultation skills, budgeting skills, leadership skills, problem solving skills and communication skills, people management and empowerment skills.

DUTIES : Management of Pre-recruitment functions. Supervise the preparation and submission for approval of motivation for filling of posts. Draft and place job adverts. Management of Selection Procedures. Plan and schedule staff for preliminary shortlisting. Manage the preparation of shortlisting and interview motivation. Management of Appointment Procedures. Supervise the preparation and submission of documents for processing of appointment of staff on PERSAL. Management of Probation Process. Monitor the receiving, capturing and archiving of quarterly probation reports. Management of Promotions. Supervise the preparation and submission of documents for promotion of staff. Management of Transfers. Management of OSD Functions. Supervise the appointment procedures and processes of OSD staff categories. Management of Staff. Manage staff performance. Plan and implement staff development.

ENQUIRIES : Ms Maipato Skosana Tel No: (011) 227 0069
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Ms Maipato Skosana
NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

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

OTHER POSTS

<u>POST 02/123</u>	:	<u>HEAD CLINICAL UNIT REF NO: PMMH/HCU/RAD/01/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 728 807 - R1 834 890.per annum (All-inclusive packages) 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 a performance contract for commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (radiology).Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Radiology).Proof of current registration as a Medical Specialist with HPCSA. Experience: 03 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty or recognized sub-specialty (Radiology). Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Radiology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
<u>DUTIES</u>	:	Assist senior medical manager for the rendering quality service of medical department Supervise Radiology care in the institution. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Liaise with the University of UKZN for academic training of under and post graduate students. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M Aung Tel No: (031) 907 8304/8317
<u>FOR ATTENTION CLOSING DATE</u>	:	to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital Private Bag X07 Mobeni, 4060. Mr VM Phewa 31 January 2020
<u>POST 02/124</u>	:	<u>MEDICAL SPECIALIST- (GRADE 1, 2, 3) REF NO: GS 2/20</u> Component: Orthopaedics
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime Grade 3: R1 467 651 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime
<u>CENTRE</u>	:	Greys Hospital: PMB Metropolitan Hospitals Complex

- REQUIREMENTS** : A qualification in Health Science Plus FCS Ortho (SA) or MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline.
- DUTIES** : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities/practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity/Mortality) Academic/Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research as dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced
- ENQUIRIES** : Dr M.E. Senoge Tel No: (033) 897 3299
- APPLICATIONS** : to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted:
a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 2/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 31 January 2020

<u>POST 02/125</u>	:	<u>MEDICAL SPECIALIST: UROLOGY REF NO: MEDSPECURO/1/2020 (X1 POST)</u> Department: Urology Dept
<u>SALARY</u>	:	Grade1: 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
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Specialist qualification in Urology. Current registration with the Health Professions Council of South Africa as a specialist Urologist. Experience: Grade 1: Not applicable. 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 a Medical Specialist in Urology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in Urology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Urology Curriculum Vitae stating teaching and research experience as well as listing publications must be provided. Knowledge, Skills, Training and Competencies Required: Thorough knowledge of general medicine, general surgery and urology at Specialist level. Ability to supervise and teach junior staff. Middle management skills. Research principles Clinical competence: Procedure/dexterity Administrative and communications Skills. A concern for excellence. Sound moral values based on integrity, trust and judgment.
<u>DUTIES</u>	:	Provide specialist urology care to all patients serviced by the department of urology. Provide after-hour care in accordance with the commuted overtime contract. Supervise and teach registrars, Medical Officers, and Medical students in training. To participate in other departmental activities. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Undertake relevant research. Participate in after hour coverage.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EH Abdelgoad Tel No: (031) 2401000 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	:	31 January 2020

<u>POST 02/126</u>	:	<u>MEDICAL SPECIALIST – OBSTETRICS AND GYNAECOLOGY - UROGYNAECOLOGY REF NO: MEDSPEC O&G UROGYNAE/1/2020 (X1 POST)</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the HOD.
<u>REQUIREMENTS</u>	:	Specialist qualification in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa as a Specialist in Obstetrics and Gynaecology Prior experience in Urogynaecology will be an advantage. 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 a Medical Specialist in Obstetrics and Gynaecology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Obstetrics and Gynaecology Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist – Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Control and management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation (overtime). Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Active participation in outreach to regional/district hospitals as delegated. Participate in the development and on-going provision of under- and post- graduate health personnel teaching, involved in student teaching, training and assessments. Be part of a multi-disciplinary team when deemed necessary.
<u>ENQUIRIES</u>	:	Prof HM Sebitloane Tel No: (031) 2604390
<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.
<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.

CLOSING DATE : 31 January 2020

POST 02/127 : **MEDICAL SPECIALIST: ORTHOPAEDIC SERVICES REF NO: ORTH/01/2020 (X1 POST)**

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum
CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Orthopaedic, surgery. Annual fees registration renewal with HPCSA 2019/2020, No experience. Knowledge, Skills Training and Competencies Required: Sound Clinical and surgical knowledge and experience in the General Orthopaedic Surgery. Knowledge of current Health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach Doctors, students and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including complex trauma cases. Develop, maintain and audit the correct implementation of clinical protocols & guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan & provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage performance of junior staff within the area of control. Align clinical service delivery plans and priorities with hospital plans and priorities. Undertake appropriate Clinical audit to monitor performance of the Service. Accept delegated responsibility from the Clinical Head of the Unit. Liaison with Clinical Head regarding service-delivery.

ENQUIRIES : Dr R.F Snyders Tel No: (031) 327 2601
APPLICATIONS : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 31 January 2020

POST 02/128 : **MEDICAL SPECIALIST: SURGERY REF NO: SPC/SUR/2020 (X1 POST)**

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum

CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Surgery, Annual fees registration renewal with HPCSA 2019/2020, **Grade 1:** No experience. **Grade 2** five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Surgery. Certificates of service proving five (5) years' experience as a Specialist in Surgery. Knowledge, Skills Training and Competencies Required: Sound clinical knowledge and experience of procedures and protocols in general surgery with added experience in the management of upper gastrointestinal surgical conditions. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. Ability to function in multi-disciplinary team. Laparoscopic skills and experience would be advantageous. Interest in establishing and developing clinical outreach program.

DUTIES : Run specialist and special interest outpatient clinics. Key focus is to develop functional clinical and minor surgical service at outlying hospitals as part of our ongoing outreach program. Provide in-patient clinical services. Assist with undergraduate teaching. Take responsibility for post-graduate training of flexible endoscopy training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Co-ordinate clinical outreach programme. Assist with quality improvement programmes including clinical audits and continuous professional development activities assist the Departmental Manager to ensure an optimal surgical service is provided. Assist the Departmental Manager in the development of management protocols/ policies for the department.

ENQUIRIES : Dr A Botha Tel No: (031) 327 2507
APPLICATIONS : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 31 January 2020

POST 02/129 : **MEDICAL SPECIALIST: GRADE 1, 2 OR 3 – SURGERY GRADE 1, 2 &3 REF NO: PSH 04/20 (X1 POST)**

SALARY : Grade 1: R1 106 040.per annum
Grade 2: R1 264 623.per annum
Grade 3: R1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE REQUIREMENTS

: Port Shepstone Hospital
: Senior certificate, MBChB degree & FCS/Surgery. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Surgery. Current HPCSA Registration card 2019/2020. 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 HPCSA as a Specialist in Surgery **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 HPCSA as a Specialist **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Attach proof of working experience endorsed by Human Resource Department/Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills and Experience Clinical knowledge, competency and skills in department of Surgery. Sound knowledge of health care system medical ethics. Good communication skills, leadership and decision making qualities. Relevant teaching experience (clinical and operative) necessary for junior medical officers/interns training. Must have interests in research. Successful candidate will be obliged to perform an outreach programme under the guidance of the Head of Department. Knowledge of current Health and Public Service Legislation, regulations and Policies. Good team building and problem solver. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence.

DUTIES

: Provide specialist services in designated area of responsibility within accepted guidelines and protocols. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Supervision and training of junior staff at clinical and operative level. Facilitation of academic meetings. Must be able to provide an afterhours/emergency service as unit requirements. Review and implementation of district health service protocols. Statistical analysis to be able to produce relevant journal publications. To attend regular interdisciplinary meetings. To facilitate Outreach Programme to other hospitals within the district. To perform administrative duties required by the department. Provision of quality patient centred care for all patients. Training of undergraduate and post graduate medical students. Examination, investigation and treatment of patients in the clinics and wards as lay down by the Head of Department. Participation in activities within the discipline including Case presentations, Ward round presentations, Journal club and other departmental meetings. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Provide surgical care to patients with surgical conditions, including trauma. Be responsible for basic operations, especially for general surgery emergencies and trauma. To supervise and teach new doctors in the treatment of general surgical conditions, including trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care (Resus unit) and Intensive Care Unit and ensuring set standards are maintained. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of general surgery and trauma.

NOTE

: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a

Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae.

ENQUIRIES : Dr. N. Naidoo Tel No: (084) 4247410 or (039) 688 6000 ext. 6267 or Dr. M. Panajatovic Tel No: (039) 688 6147

APPLICATIONS : should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.

FOR ATTENTION NOTE : Mr. ZM Zulu
: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

CLOSING DATE : 14 February 2020 at 16h00

POST 02/130 : **MEDICAL OFFICER GRADE 3 REF NO: GS 86/19**
Component –General Surgery

SALARY : Grade 3: R1 089 693 per annum (All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form)

CENTRE REQUIREMENTS : Greys Hospital, PMB Metropolitan Hospitals Complex
: MBCHB Degree PLUS Current registration with the HPCSA as a Medical Practitioner (Independent Practice) A minimum of 5 years' experience in General, Endocrine and Breast surgery in an accredited training facility is an essential requirement A Minimum of 5 years' experience teaching and training general surgery is a requirement. Recommendation A postgraduate qualification in surgery will be a recommendation Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience Required Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

DUTIES : Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Edendale hospital Incumbent to be based in Grey's hospital breast and endocrine unit and assist with management of this unit Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards/clinics (SOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex to maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

ENQUIRIES : Dr V. Govindasamy Tel No: (033) 8973379

<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION NOTE</u>	:	Mrs. M. Chandulal
	:	Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 86/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/131</u>	:	<u>CHIEF EXECUTIVE OFFICER</u> Cluster: District Health Services Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.
<u>SALARY CENTRE</u>	:	R869 007 per annum (Level 12). An all-inclusive MMS salary package
	:	Mseleni Hospital Ref No. G01/2020
	:	Hlabisa Hospital Ref No. G02/2020
<u>REQUIREMENTS</u>	:	A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of

facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Ms MP Themba Tel No: (035) 572 1300
 : All applications should be forwarded to: The District Manager: Mkhanyakude District Office: KZN Department of Health, Private Bag X026, Jozini, 3969 OR Hand delivered to: Jozini Main Street, Opposite the Post Office, Jozini.

**FOR ATTENTION
NOTE**

: Mrs NW Mdluli Tel No: (035) 572 1327
 : 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, 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.

CLOSING DATE

: 31 January 2020

POST 02/132

: **CHIEF EXECUTIVE OFFICER REF NO: G03/2020**
 Cluster: District Health Services
 Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

**SALARY
CENTRE
REQUIREMENTS**

: R869 007 per annum (Level 12) (an all Inclusive MMS Salary Package)
 : Nkandla Hospital
 : A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health

management OR a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mrs NE Hlophe Tel No: (035) 787 6319
 : All applications should be forwarded to: The District Director: King Cetshwayo District Office: KZN Department of Health, Private Bag X20034, Empangeni, 3880 OR Hand delivered to: No.2 Corner of Chrome and Lood Avenue Old Telkom Building Empangeni Rail
 Mr MTR Nzuza

**FOR ATTENTION
NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

CLOSING DATE

: 31 January 2020

POST 02/133

: **CHIEF EXECUTIVE OFFICER REF NO: G04/2019**

Cluster: District Health Services

Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services. Provide strategic leadership to improve health outcomes.

SALARY

: R869 007 per annum (Level 12) an all Inclusive MMS Salary Package of Salary

CENTRE

: Mahatma Gandhi Memorial Hospital

REQUIREMENTS

: A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure

planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mrs P Msimango Tel No: (031) 240 5308
: All applications should be forwarded to: The District Manager: EThekwini District Office: KZN Department of Health, Private Bag X54318, Durban, 4000 OR Hand delivered to: Highway House 83 Jan Smuts Highway Mayville Durban.

**FOR ATTENTION
NOTE**

: Mr R Duki Tel No: (031) 240 5378
: 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, 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.

CLOSING DATE

: 31 January 2020

POST 03/134

: **MEDICAL OFFICER: ONCOLOGY REF NO: MOONCOLOGY/1/2020 (X1 POST)**
Department: Oncology

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
: Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Completion of Community Service Experience or one year as a Medical Officer in the case of Foreign Nationals. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with 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. Six 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 Officer after Registration with HPCSA as a Medical Practitioner. Eleven 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. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Knowledge Skills And Experience Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.

DUTIES : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties.

ENQUIRIES : Dr Shona Bhadree Tel No: (031) 240 1920
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.

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 : 31 January 2020

POST 02/135 : **MEDICAL OFFICER: PLASTICS AND RECONSTRUCTIVE SURGERY**
REF NO: MOPLASTSURG/1/2020 (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 : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : 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. Successfully 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 year (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.

ENQUIRIES : Prof A Madaree Tel No: (031) 2401171

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.

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 : 31 January 2020

POST 02/136 : **MEDICAL OFFICER: NEUROLOGY REF NO: NEUROLOGY MO/1/2020 (X1 POST)**

Station: Department Of Neurology

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 : Inkosi Albert Luthuli Central Hospital

<u>REQUIREMENTS</u>	:	Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Experience: Grade 1: At least 6 months in internal medicine at MO level or above. 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 appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. 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 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 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. Possession of the Part 1 of the FCN degree will be considered as an advantage. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills.
<u>DUTIES</u>	:	Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Participate in after-hours calls system. Postgraduate education, personal development and participation in all academic meetings. Rotation between the two units within the discipline as determined by the head of department.
<u>ENQUIRIES</u>	:	Prof Al Bhigjee Tel No: (+27)31-240 2359/2363
<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.
<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>	:	31 January 2020

<u>POST 02/137</u>	:	<u>MEDICAL OFFICER: RADIOLOGY REF NO: MORAD/1/2020 (X1 POST)</u> Department: Radiology Department
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: No experience required after completion of Community Service. 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. Salary 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 11 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. Skills, Knowledge, Training And Competency Required: Knowledge of Radiological Anatomy. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.
<u>DUTIES</u>	:	Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in training and research. Participation in commuted overtime is compulsory
<u>ENQUIRIES APPLICATIONS</u>	:	Dr K Amod Tel No. 031) 240 1960 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not

be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 31 January 2020
- POST 02/138** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 1/20**
Component: Oncology Department
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with optional Commuted Overtime. Incumbents who opt for overtime will have to sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: MBChB Degree Plus Current registration with the HPCSA as a Medical Practitioner. Recommendation: 1 year oncology experience is an advantage **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience: Sound clinical knowledge and patient management skills Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Willingness to assess, diagnose and manage cancer patients Good interpersonal and communication skills.
- DUTIES** : Conduct out-patient oncology clinics (both new and follow-u patients) Management of oncology in-patients as well as all oncological emergencies Participation in prescribing and managing chemotherapy as indicated with specialist supervision Involvement in the provision of radiotherapy, including brachytherapy with specialist supervision Provision of palliative care Participation in overtime services Maintain satisfactory clinical, professional and ethical standards related to the abovementioned services Assist with departmental research and data capture Participate in the academic programme and undertake teaching of staff where appropriate. Attend multi-disciplinary team meetings Deal with emotional, social and physical aspects of disease for patients' and their relatives in an empathetic manner. Maintain meticulous and thorough medical records in accordance with legal and ethical guidelines.
- ENQUIRIES APPLICATIONS** : Dr L. Stopforth Tel No: (033) 897 3222
: to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted:
a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the

column provided on the form Z83 e.g GS 1/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

- CLOSING DATE** : 31 January 2020
- POST 02/139** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE STREAM REF NO: UMG01/18/2020 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum Plus 8% Rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional {Employee must meet prescribed conditions}
- CENTRE REQUIREMENTS** : Umgungundlovu District Office: Component: Mpumuza Clinic
 : Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.
- DUTIES** : Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse 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. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.
- ENQUIRIES APPLICATIONS** : Mrs NM Ngubane Tel No: (033) 395 4340
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION NOTE : Human Resource Department
: 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference will be given to African Males

CLOSING DATE : 31 January 2020

POST 02/140 : **ASSISTANT NURSING MANAGER-PN-A7: OUTPATIENT NURSING SERVICES REF NO: ANM NURS: OPDL/1/2020**
Department: Outpatient Department

SALARY : R562 800 per annum Other Benefits: 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration (2020) with South African Nursing Council. At least eight (8) years post registration professional nurse experience of which at least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Degree/Diploma in Nursing Administration will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations .Sound management negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in central hospitals. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes/procedures. Computer literacy and information management. Basic financial management skills.

DUTIES : Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area— Outpatient services. Ensure that nursing staff is equitable allocated to units as per needs of each area. Ensures that performance of nursing staff is monitored through EPMDS system. Ensure that all nursing staff comply with all the relevant Acts/prescripts applicable within the nursing and healthcare environment. Participate in the analysis, formulation and implementation of nursing policies and procedures. Ensure that the units comply with the National Core Standards and there is continuous quality improvement programs/projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that

policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of patient safety incidents in the outpatient area. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.

**ENQUIRIES
APPLICATIONS**

: Ms. NO Mkhize Tel No: (031) 240 1063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

: 31 January 2020

POST 02/141

: **OPERATIONAL MANAGER NURSING (SPECIALTY STREAM-PAEDIATRICS) REF NO: KZNCH 01/2020**

SALARY

: Grade 1: R562 800. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

: KwaZulu-Natal Childrens Hospital
 : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. Post basic qualification in Child Nursing Science with a duration of at least 1 Year, accredited by SANC. A minimum of 9 years appropriate/recognizable nursing experience as a General Nurse. At least 5 years of the period referred to above to above must be appropriate/recognizable nursing experience in the specialty (Child nursing science) after obtaining the one year post basic qualification in child nursing science. Proof of Computer literacy. Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendation Valid Driver's License (code EB). Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge and understanding of nursing legislations, related legal and ethical nursing practices and impact on service delivery. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Ability to prioritize issues and other work related matters and to comply with time frames. Report writing skills. Knowledge of Batho Pele Principles and Patients Right Charter. Conflict management and negotiation skills.

<u>DUTIES</u>	:	Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement. Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient information management systems. Maintain constructive working relations with nursing and other members of the multi-disciplinary team.
<u>ENQUIRIES</u>	:	Mrs NP Ngcobo: Acting CEO KZN Childrens Hospital Tel No: (031) 2405455
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekewini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekewini District Office, Private Bag X 54138, Durban, 4000.
<u>FOR ATTENTION NOTE</u>	:	Mr TA Mthethwa Human Resource Practices
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/142</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 REF NO: GS 87/19</u> Component: Nursing: Out Patients Department
<u>SALARY</u>	:	R444 276. per annum + 13 th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation At least 3 years of experience in a supervisor's capacity will be an advantage. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations .Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving

<u>DUTIES</u>	: skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter. : Ability to provide professional leadership Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. To monitor waiting times for clinic areas and for elective cases Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.
<u>ENQUIRIES</u>	: Mrs Mckenzie Tel No: (033) 897 3331
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	: Mrs. M. Chandulal
<u>NOTE</u>	: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 87/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. 31 January 2020
<u>CLOSING DATE</u>	: 31 January 2020
<u>POST 02/143</u>	: <u>CLINICAL PROGRAMME COORDINATOR (SCHOOL HEALTH SERVICES) REF NO: ETH 04/2020/</u>
<u>SALARY</u>	: Grade 1: R444 276 per annum 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	: EThekwini District Office.
<u>REQUIREMENTS</u>	: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nursing. A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Proof of Computer literacy. Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendation: Proof of computer literacy. Knowledge, Skills, Training and Competence required: Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Monitoring and evaluation

skills. Ability to make independent decisions. Understanding of the challenges facing the public health sector. Knowledge of District health system. Knowledge of Public Service Legislative prescripts. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy and proficiency in MS Office Software applications. Ability to work under pressure and meet tight deadlines.

DUTIES : Co-ordinate, facilitate and monitor implementation of School Health Programme in line with the District Health Plan. Monitor the implementation of strategies contained in the Health Programme Plan. Identifies effective practices for delivery of services. Monitor Programme indicators which measures health practices. Manage all resource allocated under programme. Implement quality improvement programme. Coordinate implementation of EPI Programme and HPV Campaign. Provide support to health facilities. Plan, implements and evaluates training activities for school health services teams.

ENQUIRIES : Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: (031) 240531

APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

FOR ATTENTION NOTE : Mr TA Mthethwa Human Resource Practices

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

CLOSING DATE : 31 January 2020

POST 02/144 : **CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM REF NO: UMG01/19/2020 (X3 POSTS)**

SALARY : Grade 1: R383 226 - R444 276 per annum Plus 8% rural allowance
: Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : Umgungundlovu Health District: Component: Caluza Clinic
: **Grade 1** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse **Grade 2** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment,

Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs NM Ngubane Tel No: (033) 395 4330
APPLICATIONS : All applications should be forwarded to: The District Director: Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference will be given to African Males

CLOSING DATE : 31 January 2020

POST 02/145 : **PROFESSIONAL NURSE: CRITICAL CARE (SPECIALTY NURSING STREAM) REF NO: PN CRIT CARE (SPEC NURS STREAM) /1/2020 (X2 POSTS)**
 Department: Nursing Department

SALARY : Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

**CENTRE
REQUIREMENTS**

Grade 2: R471 333 per annum plus 13th cheque: Housing Allowance-
Employee to meet prescribed requirements: Medical Aid: optional

: INKOSI Albert Luthuli Central Hospital
: Degree/Diploma in General nursing and 1 year post basic qualification in
Critical care Nursing Science. Current registration with SANC as General
Nurse and Critical Care speciality. A minimum of 4 years
appropriate/recognisable post registration experience as a General
Nurse. Experience **Grade 1:** A minimum of 4 years
appropriate/recognizable experience in Nursing after registration as
Professional Nurse with SANC in General nursing is required. Experience
Grade 2: A minimum of 14 years appropriate/recognisable experience in
Nursing after registration as Professional Nurse with SANC in General
nursing is required. At least 10 years of the period referred to above must
be appropriate/recognisable experience in the specific Speciality after
obtaining the 1 year post basic qualification in the Critical Care speciality.
Recommendation: Basic Midwifery diploma will be an added advantage.
Knowledge, Skills, Training and Competencies Required: Demonstrate a
comprehensive understanding of nursing legislation and related legal and
ethical nursing practices. Possess communication skills for dealing with
patients, supervisors and other members of the multi-disciplinary team
including the writing of reports when required. Good human relations
displaying a concern for patients, promoting and advocating proper
treatment and care including a willingness and awareness to respond to
patient's needs, requirements and expectations (Batho Pele). Ability to
plan and organise own work and that of support personnel to ensure
proper nursing care.

DUTIES

: Work as part of a multi-disciplinary team to ensure good nursing care that
is cost effective, equitable and efficient. Perform a quality comprehensive
clinical nursing practice in accordance with the scope of practice and
nursing standards determined by IALCH. Provision of nursing care in
critical care areas. Internal rotation of staff within the relevant speciality
will be exercised according to patients need. The incumbent will also be
expected to do night duty. Participate in quality improvement projects that
will improve the patient-care outcomes. Act as shift leader in Unit when
necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES
APPLICATIONS**

: Ms. NO Mkhize (031) 240 1063
: All applications must be addressed to the Human Resources Manager,
and should be placed in the application box situated at Security at the
entrance to the Management Building at IALCH or posted to Private Bag
X03 Mayville 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and
forwarded. This is obtainable from any Public Service Department or from
the website www.kznhealth.gov.za. Certified copies of ID documents, Std
10, educational qualifications, certificates of service and professional
registration certificates (not copies of certified copies) and proof of current
registration must be submitted together with your CV. Original signed
letter from your current employer, confirming current and appropriate work
experience related to the requirements and recommendations of the
advert. People with disabilities should feel free to apply for the posts. The
reference number must be indicated in the column provided on the form
Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the
above instructions will disqualify applicants. Please note that the selected
candidate will be subjected to a pre-employment screening and
verification process including a CIPC (Companies Intellectual Property
Commission) screening. Due to the large number of applications we
receive, receipt of applications will not be acknowledged. Should you not
be advised within 60 days of the closing date, kindly consider your
application as unsuccessful. Please note that due to financial constraints,
there will be no payment of S&T Claims.

CLOSING DATE

: 31 January 2020

POST 02/146 : **PROFESSIONAL NURSE: THEATRE (SPECIALTY NURSING STREAM) REF NO: PN THEATRE (SPEC NURS STREAM) /1/2020 (X4 POSTS)**
 Department: Nursing Department

SALARY : Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional
 Grade 2: R471 333 per annum plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : Degree/ Diploma in General nursing and 1 year post basic qualification in Operating Theatre Nursing Science. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Theatre Speciality after obtaining the 1 year post basic qualification in the Theatre speciality. Recommendation: Basic Midwifery diploma will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant speciality will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES APPLICATIONS : Ms. NO Mkhize (031) 240 1063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we

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

- CLOSING DATE** : 31 January 2020
- POST 02/147** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: AMAOTI CNP01/2020**
- SALARY** : Grade1: R383 226 per annum
Grade2: R471 333 per annum
Other benefits: Rural allowance -8% Medical Aid (Optional) and Housing allowance plus 13th cheque.
- CENTRE** : Amaoti Clinic
- REQUIREMENTS** : Grade 12, Degree/Diploma in general nursing plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse, Current SANC receipt. Previous work experience/certificate of service endorsed by your Human Resource Department Experience **Grade 1:** A minimum of 4 years appropriate/recognizable registration experience as a General Nurse plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care, leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge, computer skills on basic programs.
- DUTIES** : Provide quality comprehensive Primary Health Care service by promoting health preventative, curative and rehabilitative services for the clients and the community. Provide administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and direct control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho Pele principles and patients right are implemented. Ensuring proper utilization and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure the implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standard. Ensure patients care through the utilization of Primary Health Care indicators. Ensure monitoring of the facility target for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area.
- ENQUIRIES** : Please Contact HR Manager Mr Ms Cele Tel No: (031) 5190455 or Ms Sc Gumede Hr Officer Tel No: (073) 6578167
- APPLICATIONS** : All applications must be addressed to the Human Resource Manager and should be dropped at Inanda "C" CHC, C135 Umshado Road, Inanda 4309 or posted to Private bag X 04, Phoenix, 4080.
- NOTE** : Directions to candidates: Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies (Certification must be within three months). Certified copy of ID document (Certification must be within three months). Certified

copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. AMAOTI CNP01/2019 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.

- CLOSING DATE** : 31 January 2020
- POST 02/148** : **OCCUPATIONAL HEALTH NURSE REF NO: INA 01/2020**
- SALARY** : Grade1: R383 226 per annum
Grade 2: R471 333 per annum
Other benefits: Rural allowance -8% Medical Aid (Optional) and Housing allowance plus 13th cheque.
- CENTRE REQUIREMENTS** : Inanda C CHC
Grade 12, Degree/Diploma in general nursing plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse, Current SANC receipt. Previous work experience/ certificate of service endorsed by your Human Resource Department Experience **Grade 1:** A minimum of 4 years appropriate/recognizable registration experience as a General Nurse plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification I Primary Health Care.
- DUTIES** : Undertake baseline disease profile for employee, immunization campaign, executive fitness programs and compliance to baseline medical surveillance and exit medical examination for hospital staff. Roll out occupational health training and programmes for the institution. Conduct occupational health audit function in compliance with the occupational health and safety act 85 of 1993. Develop and implement policies, procedures, quality improvement plans related to Occupational health and strategies and operation and operation plans. Implement occupational health and safety manuals and protocols. To ensure occupational health functions are carried out timeously and correctly in the institution. Demonstrate effective communication with staff; ensure quality care Develop program on orientation and induction with all employees of diverse intellectual, culture, racial and religious differences. Display concern for staff promoting and advocating proper treatment and care including awareness and willingness to respond to employee's needs requirements and expectations. Able to plan and organise own work. Conduct disease profiling amongst employees and other occupational health issues. Manage statistics, compile reports and submit to District Office via Hospital Management regularly. Maintain client satisfaction through quality services, innovation and nursing care by upholding the Batho Pele Principles. To assess, diagnose, treat employees and refer to Medical Officer. Participate in awareness campaign and follow the department's health calendar. Maintain accreditation standards by ensuring compliance with National Core Standards. Manage IOD's Occupational Health cases and reports.
- ENQUIRIES** : HR Manager Mr Ms Cele Tel No: (031) 5190455 or Ms SC Gumede HR Officer Tel No: (073) 6578167

<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resource Manager and should be dropped at Inanda "C" CHC, C135 Umshado Road, Inanda 4309 or posted to Private bag X 04, Phoenix, 4080.
<u>NOTE</u>	:	Directions to candidates: Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies (Certification must be within three months). Certified copy of ID document (Certification must be within three months). Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. INA 01/2020 Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/149</u>	:	<u>CLINICAL NURSE PRACTITIONER (MMC) REF NO: SAP 01/2020</u>
<u>SALARY</u>		Grade 1: R383 226 - R444 276 per annum Grade 2: R471 333 - R579 696 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)
<u>CENTRE REQUIREMENTS</u>	:	St Apollinaris Hospital Senior Certificate (Grade 12) or equivalent qualification Plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Valid Driver's licence. Experience: Grade 1: A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in PHC after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Provide MMC within the Institution and clinics on daily basis. Plan and organize MMC camps. Provide clinical assessment before and after the procedure. Provide Health education regarding the prevention of spread HIV/AIDS, TB and STI. Adhere in NCS and ICRM policies and procedures. Treat and refer clients with infections for further management.

Complete all registers accurately. Compile and submit data timeously. Attend departmental data verification meetings and nerve Centre meetings. Implement procedures that maintain effective infection control and Occupational Health and Safety legislation. Implement patient care standards, policies and procedures. Compliance and adherence to the relevant prescripts/acts applicable within nursing environment.

ENQUIRIES : Mr F Ntuli at Tel No: (039) 8338000/8083
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,

FOR ATTENTION : Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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 foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 31 January 2020.

POST 02/150 : **PROFESSIONAL NURSE (SPECIALTY) EMERGENCY AND TRAUMA**
REF NO: MAD17/2019
EE Target: African Male

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

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse" A post basic nursing qualification in Trauma/ Critical Care Nursing Science/ Orthopaedic Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2020). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in 'general nursing. Certificate of Service from previous and current employer endorsed and stamped by HR. Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification in Trauma/ Critical

Care Nursing Science/Orthopaedic Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2020). A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in 'general nursing. At least ten (10) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Trauma/Critical Care Nursing Science/ Orthopaedic Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR Knowledge Skills, Training and Competencies: Knowledge of nursing care processes, procedures, nursing statutes, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the Public Sector, Interpersonal, including basic computer skills. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES

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

ENQUIRIES

: MS ZE Gumede Tel No: (034) 328 8137

APPLICATIONS

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION

: The Recruitment Officer

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of 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.

CLOSING DATE

: 31 January 2020

POST 02/151 : **PROFESSIONAL NURSE (SPECIALTY) (OPERATING THEATRE) REF NO: MAD 40/2019) (X3 POSTS)**

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
: Professional Nurse (Speciality) (Operating Theatre) **Grade 1** Basic R425 Degree/Diploma in General Nursing. A post basic qualification in Operating Theatre Nursing Science, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in a specific field after obtaining post basic qualification in Operating Theatre Nursing Science. Proof of current registration with SANC (2020). Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Professional Nurse (Speciality) (Operating Theatre) **Grade 2** Basic R425 Degree/Diploma in General Nursing, A post basic qualification in Operating Theatre Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in Operating Theatre Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: - Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with the frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with infection prevention and control as well as occupational health and safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS system and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES APPLICATIONS : Ms. Z.E Gumede Tel No: (034) 328 8137
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION NOTE : The Recruitment Officer
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be

accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target: (African Male)

- CLOSING DATE** : 31 January 2020
- POST 02/152** : **PROFESSIONAL NURSE (SPECIALTY) (ORTHOPAEDICS) REF NO: MAD 39/ 2019**
- SALARY** : Grade 1: R383 226 – R444 276.per annum
Grade 2: R471 333 – R579 96 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Professional Nurse (Speciality) **Grade 1** Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”. A post basic nursing qualification in Trauma/ Critical Care Nursing Science/Orthopaedic. Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2020). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in ‘general nursing. Professional Nurse (Speciality) **Grade 2** Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”. A post basic nursing qualification in Trauma/ Critical Care Nursing Science/Orthopaedic Nursing Science of at least one (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/receipt with SANC (2020). A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in ‘general nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Trauma/Critical Care Nursing Science/Orthopaedic Nursing Science.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Provision of comprehensive quality nursing care. Maintain professional growth/ethical standards and self-development. To implement National Core Standards and improve quality of care. To be able to manage risks in trauma unit. Display a concern for patients, promoting and advocating proper treatment and care including awareness and, willingness to respond to patient needs and requirements. To be able to manage disaster in trauma unit.
- ENQUIRIES** : Ms ZE Gumede Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of 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.

CLOSING DATE

: 31 January 2020

POST 02/153

: **PROFESSIONAL NURSE (SPECIALTY) (PSYCH) REF NO: MAD 38/2019) (X2 POSTS)**

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
: Professional Nurse (Speciality) (Psych) **Grade 1** Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science. Proof of current registration with SANC (2020). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Professional Nurse (Speciality) (Psych) **Grade 2** Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science. Proof of current registration with SANC (2020). A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year post basic qualification in Advanced Psychiatric Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: - Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-

<u>DUTIES</u>	:	ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the Mental Act 17 of 2002 and its prescripts. Sound knowledge of the National core Standards and data management. Ensure provision of optimal, holistic specialized nursing care with set standards and within professional/ legal frame work. Ensure effective implementation of legal aspects and compliance with time frames thereof. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the unit. Work as part of a multidisciplinary team to ensure good Nursing Care. Ensure proper utilization of human, material and financial resources and maintain updated records of resources, Ensure effective implementation of National Core Standards. Ensure compliance to professional and ethical practice. Display a concern for patients, promoting and advocating proper treatment and care. Display awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Ensure effective clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in Mental Health. Maintain accurate and complete patient records.
<u>ENQUIRIES</u>	:	Ms. Z.E Gumede Tel No: (034) 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male)
<u>CLOSING DATE</u>	:	31 January 2020
<u>POST 02/154</u>	:	<u>PROFESSIONAL NURSE: PAEDIATRICS (SPECIALTY NURSING STREAM) REF NO: PN: PAEDIATRICS (SPEC NURS STREAM)/1/2020 (X2 POSTS)</u> Department: Nursing Department
<u>SALARY</u>	:	Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional Grade 2: R471 333 per annum 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional

<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in General Nursing and 1 year post basic qualification in Child Nursing Science. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience Grade 1 : A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience Grade 2 : A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Recommendation: Basic Midwifery diploma will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant speciality will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES</u>	:	Ms. NO Mkhize Tel No: (031) 240 1063
<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.
<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>	:	31 January 2020

POST 02/155 : **CLINICAL NURSE PRACTITIONER GRADE 1/GRADE 2 REF NO: ED08/2019**
 Job Purpose: To provide effective and efficient health care services to the community.

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 : Edumbe Community Health Centre
 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. 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 divert 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 BTN Kunene Tel No: (034) 995 8500.
 : 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** : 31 January 2020
- POST 02/156** : **ASSISTANT DIRECTOR: HRM REF NO: EKO 01/2020**
- SALARY** : R376 596 – R443 601. per annum Plus 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements)
- CENTRE** : Ekombe District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree in Human Resource Management or Public Management or Public Administration, A least 3 – 5 years of supervisory in Human Resource Component, Proof of current and previous working experience endorsed by human resource or employer must be attached. Working knowledge of health policies and current public service and health related legislation, Broad knowledge and understanding of Human Resource Management, Sound knowledge of Human Resource Practices, Staff Relations, Employee wellness and Human Resource Development, Ability of strategic planning, execution, monitoring and evaluation, Sound knowledge of Persal, Project management and Financial Management, Ability to liaise with management, Knowledge of EPMS, Computer literacy in word processing and spreadsheet packages, Knowledge of National Core Standards, High level of information presentation.
- DUTIES** : Manage day to day functioning of the human resource management component to ensure that high quality human resource management services are provided, Oversee HR Practices, HR Planning and Development, Labour Relations, Occupational Health and Employee Wellness, Responsible for development, implementation, monitoring and evaluation of Human Resource Standard Operating Procedures and guidelines, Implement National Core Standards and all other quality improvement initiatives, Develop Human Resource Plans for the hospital which includes HR Plan, Employment Equity Plan, Operational Plan, Skills Development Plan, Annual In-service Education Plan etc. and ensure that all stakeholders are represented as per guidelines, Maintain functional HR committees which include, Employment Equity Committee, KZNETD Committee, Institutional Management and Labour Committee, Occupational Health and Safety Committee and other relevant committees, Monitor and control budget allocated to Human Resources and clearing of suspense account, Ensure effective performance management in line with Employee Performance Management and other relevant prescripts, Maintain good/sound labour peace, Comply with set deadlines and ensure high level of accuracy, Ensure establishment of fully functional employee health and wellness programmes, Timeous submission of statistics, reports, returns, and any other information from HR and Represent HR in various committees within the institution and at district level.
- ENQUIRIES** : Dr PBG Zungu Tel No: (035) 834 8000
- APPLICATIONS** : Please forward application quoting the reference number to the Chief Executive Officer, Ekombe hospital, Private Bag X203, Kranskop, 3268
- FOR ATTENTION** : Dr PBG 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 be 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** : 31 January 2020
- POST 02/157** : **PROFESSIONAL NURSE- SPECIALTY (ADVANCED MIDWIFE); PRIMARY HEALTH CARE STREAM REF NO: UMG01/20/2020 (X1 POST)**
Component: Caluza Clinic
- SALARY** : Grade 1: R362 559 – R420 318 per annum Plus 8% Rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE REQUIREMENTS** : Umgungundlovu Health District
Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) **Grade1:** A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Speciality Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to

obstetrics. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES APPLICATIONS : Mrs NM Ngubabe Tel No: (033) 395 4330

: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION NOTE : Human Resource Practices

: 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African Males

CLOSING DATE : 31 January 2020

POST 02/158 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: UTHUK DO /01/2020 (X1 POST)**

SALARY : R168 429 – R192 576 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home Owners Allowances (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Uthukela District Office (Ladysmith Forensic)

: Senior Certificate (Grade 12). Valid driver's license EB Licence Code 08. Training in defensive driving and driving of 4x4 vehicles. Training in Customer Service .Recommendation: Computer literacy (proof must be attached). Experience in mortuary environment. The ideal candidate must have: Knowledge of mortuary including mortuary administrative processes and policies. Knowledge of medico-legal protocols, policies and prescripts. Knowledge of criminal justice system. Basic knowledge of X-ray techniques. Skills in dissecting techniques. Skills in defensive driving techniques. Photography skills. Computer skills.

DUTIES : To provide an efficient and effective administrative autopsy service. To provide and effective transportation service in the collection and offloading of bodies from crime scene to the mortuary. To maintain technical autopsy service. Perform all administration duties including registry, fleet, asset and stock control activities.

ENQUIRIES APPLICATIONS : Ms. Z.N Mbhele Tel No: (036) 631 2202

: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION NOTE : Mrs. C.G.K Hadebe

: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications(not copies of previously certified copies), registration with council. The reference number must be indicated in the

column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority(SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 31 January 2020

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

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

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

OTHER POSTS

POST 02/159 : **DEPUTY DIRECTOR: LABOUR RELATIONS**

Directorate: Labour Relations

SALARY : R733 257 per annum (A portion of the package can be structured according to the individuals' personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3 year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Appropriate experience in a collective bargaining environment at various levels. Inherent requirements: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge and understanding of all Labour legislation with specific reference to Collective Bargaining. A thorough understanding of all relevant collective agreements regulating the management of collective bargaining within the public sector. Effective negotiating experience at various levels and your involvement with the concluding of collective agreements would be an advantage. Knowledge of Dispute Resolution Legislation. Managerial and Leadership Skills. Verbal and written communication skills in at least two official languages of the Western Cape. Computer Literacy in MS Word, Excel and Outlook.

DUTIES : Represent the Department at various Collective Bargaining Forums. Manage and coordinate Employer's obligations and responsibilities emanating from the Public Health and Social Development. Sectorial Bargaining Council (PHSDSBC) and Provincial Chambers. Monitor the full implementation of collective agreements. Managing strikes and provide strategic advice related to pickets, protest action and strikes and ensure the implementation the Department's contingency plans. Ensure the effective functioning of the provincial chamber of the PHSDSBC and Institutional Consultative Forums and recommend interventions where necessary. Forums and recommend interventions where necessary. Provide a high level advisory service to support the strategic objectives if the department. Manage and supervise staff.

ENQUIRIES : Mr RJ Roman Tel No: (021) 483-5089 or email: Richard.Roman@westerncape.gov.za

APPLICATIONS : 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 : 07 February 2020

POST 02/160 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**

(Metro Health Services)

SALARY : R733 257 per annum

CENTRE : Northern/Tygerberg: Sub-structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma in Financial Management or Supply Chain Management field. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement of the job:

Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).

DUTIES : Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to finance and supply chain policies, PFMA and regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance. Provide oversight and management of professional support services in the Sub-structure. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Ms JO Arendse Tel No: (021) 815-8854 or email: Juanita.Arendse@westerncape.gov.za

APPLICATIONS : 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 : 07 February 2020

POST 02/161 : **DEPUTY DIRECTOR: FINANCE, SCM AND INFORMATION**
Metro Health Services

SALARY : R733 257 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Degree/Diploma. Experience: Extensive and proven experience in Financial Management and/or Accounting and/or Supply Chain Management fields. Managerial and supervisory experience pertaining to Finance or Supply Chain Management and/or Information Management. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Communication in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the delegations regarding the Accounting Officer System. Knowledge of Financial Management Systems, Budget Administration and Accounting Processes. Knowledge of Information Management Systems in a Health Environment. Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team complying with due dates. Strong technical financial skills, including report writing according to prescripts and standards.

DUTIES : Analyze, interpret and report on relevant financial and performance data for various FBUs, including management. Co-ordinate processes to ensure compliance with PFMA Act, Supply chain policies, regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Ensure efficient and responsive procurement processes within the hospital. Function within the Executive Management Team. Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Monitor overall hospital budget, expenditure patterns and revenue projections. Provide support to the Hospital Facility Board's finances.

ENQUIRIES : Dr. BL Swartz Tel No: (021) 3701411 Email: Beryldene.Swartz@westerncape.gov.za

APPLICATIONS : 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 : 07 February 2020

POST 02/162 : **CHIEF ARTISAN: GRADE A**
Garden Route District

SALARY : R386 487 per annum
CENTRE : Garden Route District Office
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years appropriate post-qualification experience as an Artisan/Artisan Foreman. Inherent requirements of the job: Responsible for duties in the Garden Route and Central Districts. Prepared to travel in the entire Western Cape Province. Valid (Code B/EB) driver's licence. Perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders and work at heights. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and Technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to health-related Engineering.

DUTIES : Co-ordinate the maintenance and repair requirements for health facilities of the two districts. Do maintenance and repairs to plants and equipment. Planning and scheduling of engineering projects. Compiling of specifications for engineering projects. Management and supervision of workshop and staff.

ENQUIRIES : Dr T Marshall Tel No: (044) 803-2700/2752 or email: Terence.Marshall@westerncape.gov.za

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 : 07 February 2020

POST 02/163 : **PROJECT MANAGER: (ICT GOVERNANCE)**
Directorate: Information Management

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and Service Level Agreement.

DUTIES : Provide project management support services for new and existing health ICT Systems. Co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop a process to manage application, data and network security for WCG Health. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.

ENQUIRIES : Ms N Roodt Tel No: (021) 483-8801 or email: Natasha.Roodt@westerncape.gov.za

APPLICATIONS : apply online: www.westerncape.gov.za/health-jobs (Click "Online Applications")

NOTE : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

CLOSING DATE : 07 February 2020

POST 02/164 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R376 596 per annum
CENTRE : Northern/Tygerberg Sub-structure

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies (knowledge/skills): Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Knowledge of BAS and IPS. Knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.
<u>DUTIES</u>	:	Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of Supply Chain Management Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.
<u>ENQUIRIES</u>	:	Ms N Booyesen Tel No: (021) 815-8856 or email: Noleen.Booyesen@westerncape.gov.za
<u>APPLICATIONS</u>	:	apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	07 February 2020
<u>POST 02/165</u>	:	<u>COMMUNITY LIAISON OFFICER</u> Garden Route District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3 year Diploma/Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to attend community meetings after working hours when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy (MS Word, PowerPoint and Excel).
<u>DUTIES</u>	:	Facilitate and support the nomination and appointment process of Clinic Committee and Facility Board members. Monitor the handover of appointment letters to successful and unsuccessful nominated candidates. Support the sub districts managers with the establishment, orientation and training of the Clinic Committee members. Support other components in the District Office by attending other District community meetings as needed.
<u>ENQUIRIES</u>	:	Ms I Reynierse, Tel. No: (044) 803-2700/2749 or email: Ina.Reynierse@westerncape.gov.za
<u>APPLICATIONS</u>	:	The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	07 February 2020

POST 02/166 : **STERILISATION OPERATOR**
Chief Directorate: General Specialist and Emergency Services

SALARY : R122 595 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455, Email: Sandra.Nieuwoudt@westerncape.gov.za

APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

CLOSING DATE : 14 February 2020

POST 02/167 : **CLEANER**
Metro Health Services

SALARY : R102 534 per annum
CENTRE : Bothasig Community Day Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. ABET (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment e.g. polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleansing agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Effective Waste Segregation and waste management. Attend training sessions where applicable and conduct in-service training to staff.

ENQUIRIES : Ms D Poole Tel No: (021) 558 5010, Email: deidre.poole@westerncape.gov.za

APPLICATIONS : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2020

POST 02/168 : **MESSENGER**

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience as a messenger in a hospital environment. Inherent requirement of the job: Physically able to move freely between various areas of the hospital. Competencies (knowledge/skills): Good interpersonal relationship. Ability to communicate with people on all levels. Ability to handle information as confidential and function independently. Ability to perform duties accurately and with precision. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Sound knowledge and experience in the handling of mail.

DUTIES : Render general messenger service. Collect and deliver letters. Collect and deliver faxes. Collect and deliver printing works. Distribute and place all official approved notices and bulletins on the notice boards.

ENQUIRIES : Ms D Mentor Tel No: (021) 938 4224, Email: Duralon.Mentor@westerncape.gov.za

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

CLOSING DATE : 14 February 2020

POST 02/169 : **PORTER**
Rural Health Services

SALARY : R102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in the health sector porter services. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

ENQUIRIES : Mr JP Arendse Tel No: (023) 348 1125, Email: John.Arendse@westerncape.gov.za

APPLICATIONS : The attention of Mrs H Swart to the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2020