



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

AMENDMENTS

EASTERN CAPE: OFFICE OF THE PREMIER: kindly note that the following posts advertised in Public Service Vacancy Circular 09 dated March 2019 for the mentioned department has been amended namely: Deputy Director: Organisational Development and Change Management with Ref No: OTP01/03/2019, the requirements 'Duties' has been amended and Knowledge has been added, the Requirements should read as follows: Advanced Diploma/B. Degree in Industrial Engineering / Industrial Psychology / Public Administration / Human Resource Management, or relevant field at NQF Level 7. Minimum 3 years' experience as an AD/ supervisory level in Organisational and change management field. Knowledge: Change Management. Batho Pele principles. Knowledge of evolving OD principles and techniques. Project management procedures. Policy analyses, -development, -implementation and review processes. In-depth knowledge of legislative framework that governs the Public Service, the duties should read as follows: Facilitate, support and monitor the implementation of PMDS, the HRD strategy and identified training and development initiatives in provincial departments. Provide advice and support to departments on human resource planning and talent management (including recruitment & selection) programmes

and strategies and ensure Standardisation and compliance. Facilitate the development and implementation of provincial policies and strategies relating to employment relations and employee wellness and recruitment and selection and provide advice and support. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. The post of Deputy Director: Performance Monitoring & Reporting of Clusters with Ref No: OTP03/03/2019, the Duties should read as follows: Strengthen and Monitor the Functionality of the working groups. Strengthen and Institutionalize monitoring and Evaluation Systems within the province. Provide support with the facilitation and Coordination in Monitoring of the Government priorities stakeholder Management. Manage the allocated resources of the Sub-directorate in line with Legislative and departmental policy directorates and comply with Corporate Governance and planning Imperatives. The post of Assistant Director: Strategic Human Resources Management & Development with Ref No: OTP 04/03/2019, Requirements should read as follows: NQF Level 7 recognised by SAQA\ 3 year Degree/ Advanced Diploma qualification in Human Resources Management /Public Administration. 3 years' experience in related field. Knowledge: In depth understanding of legislative framework that governs the Public Service. Sound knowledge of Public Finance Management Act. Government planning framework. Innovation and Knowledge Management. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of public communication, public education, public engagement and discourse management processes. Knowledge of the latest advances in public management theory and practice. Knowledge of the policies of the government of the day. **EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS:** kindly note that the following posts advertised in Public Service Vacancy Circular 38 dated 21 September 2018 (applicants who applied for these posts in the mentioned PSVC need not to re-apply as their applications will be considered) for the mentioned department has been amended namely: the post of Assistant Director: LED Support was erroneously advertised as the post of an Assistant Director Free Basic Services. The post of Assistant Director: General Payments with Ref No: COGTA 24/09/2018 was advertised with incorrect Duties, the correct duties should read as follows: Payment of Creditors/Suppliers within 30 days in compliance Sec. 38(1) (f) of the PFMA and Treasury Regulations Sec. 8.2.3. Checking and authorization of payments both manually and on an online functionality (BAS & LOGIS financial systems). Revenue Management and ensure all that receipts are captured / authorised and day ended on BAS and moneys collected are deposited into the bank account of the department. Attend and prompt reply to audit queries of both Sections (Payments & Revenue). Supervision of staff and give training / guidance in work related matters. Ensure that Creditors Reconciliation is performed on a monthly basis. The post of Assistant Director: Municipal Human Resource Management was advertised with incorrect salary scale, the correct salary scale should be R356 289 – R419 679 (Level 09). The post of Control Engineering Technician And Chief Engineer Grade A: Municipal Infrastructure Services (X2 Posts) advertised in Public Service Vacancy Circular 27 dated 06 July 2018 was supposed to be advertised as Registration with a Professional body as mandatory instead of an added advantage. **OFFICE OF THE PUBLIC SERVICE COMMISSION:** kindly note that the post of Provincial Director: Northern Cape with Ref No: PD/NC/03/2019 advertised in Public Service Vacancy Circular 09 dated 08 March 2019 was erroneously advertised with incorrect closing date of 22 May 2019, the correct closing date is 22 March 2019. **KWAZULU-NATAL: DEPARTMENT OF SOCIAL DEVELOPMENT:** kindly note that ALL the posts advertised in Public Service Vacancy Circular 09 dated 08 March 2019 they have been withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	04 - 05
COOPERATIVE GOVERNANCE	B	06
ENVIRONMENTAL AFFAIRS	C	07 - 10
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	D	11 - 16
HIGHER EDUCATION AND TRAINING	E	17 - 19
LABOUR	F	20 - 23
OFFICE OF THE PUBLIC CHIEF JUSTICE	G	24 - 28
PLANNING MONITORING AND EVALUATION	H	29 - 31
PUBLIC SERVICE AND ADMINISTRATION	I	32 - 33
PUBLIC WORKS	J	34 - 36
RURAL DEVELOPMENT AND LAND REFORM	K	37 - 44
SCIENCE AND TECHNOLOGY	L	45 - 50
SMALL BUSINESS DEVELOPMENT	M	51 - 53
TRANSPORT	N	54 - 56
WATER AND SANITATION	O	57 - 60

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	P	61 - 101
KWAZULU NATAL	Q	102 - 120
LIMPOPO	R	121 - 125
NORTH WEST	S	126 - 144
WESTERN CAPE	T	145 - 154

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to:
		The Department of Basic Education, 222 Struben Street, Pretoria.
<u>FOR ATTENTION</u>	:	Mr A Tsamai/Ms M Thubane
<u>CLOSING DATE</u>	:	05 April 2019
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1 st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 10/01</u>	:	<u>DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE REF NO: DBE/17/2019</u> Branch: School Infrastructure Development
<u>SALARY</u>	:	R1 446 378 – R1 629 348 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in the built environment (e.g. Quantity Surveyor, Architect, Engineer) and post graduate qualification (NQF level 8) as recognized by SAQA. At least 10 years of experience being active in the relevant professional field; Registered Member of a Professional Body for the relevant area of expertise; A minimum of 8 years at Senior Management level; Qualification and/or experience as a Professional Project Manager will be an added advantage. Proven track record of effectively managing a number of infrastructure projects simultaneously; Proven track record of managing project teams. The suitable candidate must have: Ability to organise and direct groups of professionals in the built environment sector. Construction programme and project management skills. Advanced knowledge of built environment prescripts and legislation, e.g Building regulations, CIDB prescripts, construction procurement, practice notes, contract management and experience in the planning and execution of capital infrastructure projects, and government prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations. Excellent networking, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. A valid driver's license and advanced computer skills.
<u>DUTIES</u>	:	The successful incumbent will be directly accountable to the Director-General for the realisation of Government priorities related to the implementation of the schools infrastructure programme. Manage the implementation of the Schools infrastructure including the Accelerated School Infrastructure Delivery Initiative (ASIDI); Manage the planning and monitoring of the Provincial Schools Infrastructure Programme implemented through the Education Infrastructure Grant (EIG) and the Equitable Share portion; Ensure operational efficiencies and strategic outputs of the unit. Oversee the development, implementation and monitoring of programmes in line with organisational policies. Ensure sound financial management and application of good corporate governance principles. Specific deliverables include the following: Manage the implementation of the schools infrastructure programme, including ASIDI, to ensure positive audit outcomes and achievement of set targets, including the management of implementing agents and programme support units; Finalisation and implementation of the infrastructure Norms and Standards and the achievement of

targets articulated therein. Provide strategic leadership and manage the planning, financing, delivery, maintenance and monitoring of infrastructure provision and resourcing (including provision of school furniture, equipment and scholar transport) of schools in the sector. Implementation of the sector wide school maintenance programme. Ensure alignment between national and provincial infrastructure priorities and ensure a healthy working relationship with provinces. Develop and manage strategies, policies, systems and plans related to infrastructure programmes in the sector. Manage the delivery of the infrastructure projects/programmes through interaction with and monitoring / oversight of the Implementation Agent(s) as well as the management of the Strategic Integrated Project 13 of the Presidential Infrastructure Coordination Commission (PICC).

ENQUIRIES
NOTE

- : Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297
- : The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 assessment tools.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta37@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 05 April 2019
- NOTE** : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. 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. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. 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 POST

- POST 10/02** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: 25840/01**
- SALARY** : R725 487 - R1 084 437 (salary will be in accordance with OSD determination)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 4-year Bachelor of Laws degree (LLB) or an equivalent 4-year recognised legal qualification. Minimum of 8 years post-qualification legal experience. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People Management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Litigation processes (i.e. lawsuits). Conducting legal research. Interpretation of legal documents. Knowledge of applicable legislation in the public service (the Promotion of Access to Information Act, the Promotion of Administrative Justice Act, the Public Service Regulation and Public Service Act, etc.).
- DUTIES** : The successful candidate will perform the following duties: Conduct, analyse, interpret and provide advice on case law relevant to the legal matter at hand. Draft legal documents that provide clear motivation or justification for a particular position pertaining to the case and advise on the approach to be followed. Prepare legal briefs, motions and memoranda, abstracting of cases, decisions, testimony and other litigation related documents. Handle litigation matters involving the department and advise on the possible courses of action in relation to legal entitlement and instructions.
- ENQUIRIES** : Mrs B.C. Dumisa Tel No. 012 336 5811

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer

<u>APPLICATIONS</u>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Mr L I Letshedi
<u>CLOSING DATE</u>	:	01 April 2019
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: 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 qualifications verification. The appointed person will be subjected to a security clearance. Candidates shortlisted 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 interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. SMS candidates will also be subjected to signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

<u>POST 10/03</u>	:	<u>DIRECTOR: MEDIA RELATIONS REF NO: COO05/2018</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive SMS remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three year Bachelor's Degree in Journalism/Communications (at NQF 7) or an equivalent relevant qualification. 6-10 years managerial experience in related field, of which a minimum of 5 years' should be at a middle/ senior management level. Excellent communications skills (verbal and written); Experience in project management. Clear understanding and/or exposure to the government communications system. Good interpersonal, stakeholder liaison and financial management skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, communication (verbal & written), administration, analytical and interpersonal skills. The ability to work efficiently in a team and under pressure. Candidate must be willing to travel and work over extended hours. Drivers license is requirement and a certified copy must accompany the application as well.
<u>DUTIES</u>	:	Manage all media liaison functions in the Department; Provide media liaison support to ministerial events; Develop and implement communication strategies and media plans; Planning and hosting of all media events; Render effective media monitoring and analysis functions for the Department; Draft and issue media statements that promote the work of the Department; Manage media training programme for senior officials; Develop and implement annual performance plans for the Directorate; Project manage key communications projects; Coordinate media network sessions; Ensure exit report are compiled for key media events; Manage intergovernmental communication programme; Participate in various GCIS-led campaigns/programme/projects.

ENQUIRIES : Mr A Modise Tel No: (012) 399 – 9943

OTHER POSTS

POST 10/04 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: COO06/2018**

SALARY : R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A recognised three-year National Diploma/Degree in Human Resource Management or relevant equivalent qualification. Minimum of 3 years' experience in HR or related field. Knowledge of departmental procedures and prescripts within the Public Service, Human Resource processes and practices, PERSAL system, project management and personnel management. Sound organising and planning, good communication, report writing, facilitation and presentation skills.

DUTIES : Ensure compliance with the Public Service Performance Management and Development System. Ensure submission of performance agreements. Oversee facilitation of performance management database and implementation on PERSAL. Manage auditing of submitted documents. Manage the final performance appraisals, and the implementation of the pay progression and incentives. Ensure appointment of moderation panels and that awareness and training sessions are conducted. Facilitate the management of probations.

ENQUIRIES : Ms I Qaqane Tel No: (012) 399 - 8850

POST 10/05 : **IT GOVERNANCE MANAGER REF NO: COO07/2018**

SALARY : R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. 3 – 5 years relevant experience. A thorough understanding of relevant legislations, best practices and frameworks. Project management and communication (written and spoken) skills. Knowledge of KING III and COBIT Governance framework. Must have ITIL and COBIT certification. TOGAF Certification will be added advantage.

DUTIES : Review and update framework aligned to COBIT 5. Establishment Steering Committees and provide secretariat services. Identify and implement control objectives. Perform Security Audit on Infrastructure. Perform Systems control audit. Audit Disaster recovery plans. Manage internal and external audit processes. Manage and maintain risk plan and register. Perform GAP analysis on the Master Systems Plan. Review implementation and compile management reports. III. Identify key risks on MSP. Review and ICT Policies, Standards and Procedures in terms of legislative framework. Identify and establish new policies, standards and procedures. Monitor implementation of policies. Conduct awareness sessions on policies and standards. Conduct awareness sessions on general IT matters. Develop awareness material for staff distribution.

ENQUIRIES : Ms N Dlamini Tel No: (012) 399 8725

POST 10/06 : **IT BUSINESS SYSTEMS ANALYST REF NO: COO08/2018**

SALARY : R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. Extensive relevant experience. Project management, change management, knowledge management, service delivery Innovation (SDI), problem solving and analysis, people management and empowerment and client orientation and customer focus skills. Sound organising and planning, good communication, analytical, stakeholder relationship and presentation skills. Computer literacy. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, and Information Systems. Knowledge of Content Server i.e. Suite 16 will be an added advantage.

DUTIES : Identify, define and document business requirements. Develop functional specifications, business case, technical design specifications and database

design. Design/improve business processes maps. Update/maintain system configuration and training document/guide. Develop test packs and test plans. Prepare test scripts. Maintain business architecture information models. Maintain data architecture models and technology architecture models. Co-ordinate and facilitate joint application development (JAD) sessions. Develop resource allocation plan for solutions as well as user manuals. Liaise with the developers and users to ensure that both business and technical requirements are achieved. Research and identify possible solutions. Conduct user system training and assessments.

ENQUIRIES : Ms N Dlamini Tel No: (012) 399 8725

POST 10/07 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING & EMPLOYEE RELATIONS REF NO: COO09/2018**

SALARY : R356 289 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma in Labour Relations or equivalent relevant qualification. Minimum of 3 years' experience required in relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, Public Service legislation and resolutions, and Labour Relations Act. Conflict resolution, sound organising and planning, good oral and written communication, coordination, organisational and planning and report writing, and good interpersonal relations skills. Ability to work under no supervision, work under pressure, interpret & apply relevant legislation, regulations, resolutions & policies, develop and apply policies, organize and plan under pressure, and collect and interpret information and reports.

DUTIES : Investigate misconduct cases and compile investigation reports. Draft charges. Prosecute / initiate disciplinary cases. Monitor precautionary suspensions. Facilitate the referral of appeals to the Appeal Authority. Render advisory services to management and employees on dispute prevention and resolution. Represent the Department at conciliation and arbitration. Investigate grievances, and facilitate conciliatory and / or mediatory meetings in resolving grievances. Monitor and evaluate labour relations trends in the Department. Facilitate training and advocacy on labour relations matters. Facilitate and participate at the Departmental Bargaining Chamber. Ensure compliance with relevant legislation, regulatory framework, and reporting requirements. Ensure compliance on capturing of cases on PERSAL. Manage the labour relations database.

ENQUIRIES : Ms T Zitha Tel No: (012) 399 - 8678

POST 10/08 : **ASSISTANT DIRECTOR: TRANSFORMATION & SPECIAL PROGRAMMES REF NO: COO10/2018**

SALARY : R356 289 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma/Degree in Public Administration, Development Studies or Social Sciences or equivalent relevant qualification. Minimum of 3-years' experience in Transformation or related field. Understanding of the Service Delivery Revitalization Strategy. Knowledge of Employment Equity Act, Public Service Regulations including broader Transformation mandates, Project Management and Policy Development. Sound research, numerical, analytical, organising, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison skills. An understanding of commemoration days aimed at increasing awareness on women, disability and children's rights issues.

DUTIES : To facilitate coordination and implementation of the Employment Equity Plan and Service Delivery programmes, which includes the following: Culture Intervention Programme, Mainstreaming of Gender, Disability & Children's rights programmes into Departmental Programmes, Projects and Policies. Assist in the development and review of policies, implementation plans and reports for transformation and special programmes. Liaise and improve integration with internal and external stakeholders. Compile reports.

ENQUIRIES : Ms L Sebake Tel No: (012) 399 - 8697

<u>POST 10/09</u>	:	<u>SENIOR COMMUNICATIONS OFFICER: EDITORIAL SERVICES REF NO: COO12/2018</u>
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year National Diploma in Journalism/ Publishing or equivalent relevant qualification. Minimum of 3 years' experience in communications. Computer literacy and proficiency with MS Word, PowerPoint, email packages and web browsers. Ability to extract key messages and create articles from concept documents. Ability to extract key messages and create articles from concept documents, media statements, submissions, gazettes and reports. Expert verbal and written communication skills. Good interpersonal relations, planning and organisation skills.
<u>DUTIES</u>	:	Write stories that depict the work of the department to be published in internal and external publications. Edit the content of material (brochures, newspaper) submitted by units before design and publication. Draft copy for adverts, inserts and newspaper supplements. Dispatch publications to relevant events and exhibitions. Undertake monthly stock take of Departmental publications and awareness material. Ensure availability of relevant publications for internal and external events. Courier publications to external clients, upon request. Provide photographic services to the Department. Regularly update the Department's photographic libraries. Provide support for DEA campaigns. Assist with branding departmental activities and events, awareness initiatives and any communication related projects/programmes as may be required. Profile events and awareness campaigns through social media.
<u>ENQUIRIES</u>	:	Ms Erica Mathye Tel No: (012) 399 – 8976

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- CLOSING DATE** : 01 April 2019, 12H00 No 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 a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details, original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

- POST 10/10** : **SENIOR MANAGER MANAGEMENT INFORMATION SYSTEMS REF NO: (SMMIS/2019/03-1P)**
The purpose of the role is to support the CEO in achieving the GPAA's strategic goals by ensuring the effective and efficient provision of management information for GPAA business units and the customers (GEPF and National Treasury)
- SALARY** : R1 005 063 - R1 183 932 per annum (Level 13) (all-inclusive package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA in Information Systems or related. A minimum of eight years demonstrated experience in Management Information Systems, of which five years should be at a middle / senior managerial level. Experience in Financial

Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Computers and Systems: Knowledge of the functionality, capability and application of systems and tools that can be used as enabling technology. Administration and Management: Knowledge of principles and processes involved in business and organisational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modelling, leadership techniques and production methods. Commercial Awareness: Knowledge about financial and commercial matters. Understands and applies financial and commercial principles. Views issues in terms of costs, profits, markets and added value. Mathematics and/ or statistics: Knowledge of numbers, their operations and interrelationships including arithmetic, algebra, geometry, calculus, financial, statistics and their applications. Accounting: Knowledge of accounting principles and practices and the analysis and reporting of financial data. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles and other office procedures and terminology. Other Competencies: Measuring and Managing unit performance. Managing business process. Providing trusteeship and Governance. Understands the EB Industry. Managing the employer supply chain. Setting standards and assuring quality Operational Excellence. Ability to influence people and events. Planning and managing resources. Problem solving and analysis. Working towards an integrated service. Embracing continuous improvement.

DUTIES

: Lead and guide. Develop, implement and maintain Management Information System policies, procedures, templates, and processes, in accordance with best practice for key MIS processes and areas, to create an enabling environment for acceptable staff performance. Communicate policies, procedures and processes to GPAA staff and management and report on deviations. Assume accountability for all aspects of being a Process Owner for Management Information Systems by setting the desired standards and continuously improving where possible. Develop and implement a team-based approach to formalize team structures, team targets and team rewards across the GPAA. Lead and guide the MIS team, including human resources initiatives, budgeting for staff and resource expenses. Perform and reward. Develop a formal performance agreement for Management Information System staff that is based upon the job profile and development plan to align staff performance with departmental and organisational goals. Ensure that formal staff development / training plans are developed, reviewed and maintained as part of the performance review process, to close gaps in staff competence. Custodianship of databases. Ensure that all data complies with business rules and that rules are applied consistently across all systems and technologies. Confirm data integrity in source systems. Extract, transform and load data from source systems to warehouse format and into various dimensions. Generate Quality information. Establish credible data sources and maintain interfaces with core databases to ensure the integrity of all information generated. Establish an automated information production line and allow for efficient on-line access to all reports and other management information. Design and continuously improve processes focusing on simplification, standardization, quality improvement and cost minimization. Recommend and implement ways of dealing with data gaps and identify and manage initiatives for effective productivity improvements. Generate Executive Information reports, functional reports and trustee reports within the required time frames and make appropriate recommendations from the findings. Analyse and give trends from the information mined from the system and production environment. Generate ad hoc reports customized to address the specific needs identified. Publish and present reports to the relevant parties and customers. Provide Business Intelligence. Conduct data mining analysis and develop forecasting models for the organisation. Establish proactive data requirements with departments, analyze trends and prepare reports to provide relevant management information to GPAA management to enable them to take appropriate action when needed. Submit recommendation for business improvement and provision input into the strategic management process. Provide business intelligence to the organisation in order to improve service delivery and serve clients better. Exception Management. Establish a procedure to effectively and efficiently reduce exceptions. Evaluate and utilize appropriate exception

reporting and controls measurements. Industry developments. Track new developments in Management Information System practices to improve the effectiveness and efficiency of the data management function. Monitor changes in Management Information System industry guidelines to make recommendations where GPAA systems and procedures need to be amended.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Mr Lesiba Sehlapelo Tel No: 012 399 2710
- : Mr Lesiba Sehlapelo – Recruitment
- : One Senior Manager: Management Information Systems in the Corporate Monitoring and Evaluation Unit is currently available at the Government Pensions Administration Agency. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Employment Equity targets for the post is Coloured males/females or Indian male/female or White Female or African female or people with disability. Candidates of the specified groups are encouraged to apply.

OTHER POSTS

POST 10/11

- : **MANAGER CONTACT CENTRE REF NO: MNG/CC-CRM/2019/03-1P**
- : Permanent

**SALARY
CENTRE
REQUIREMENTS**

- : R697 011 per annum (All-Inclusive package)
- : Pretoria Office
- : A Recognized three-year National Diploma/Bachelor's Degree or equivalent three year qualification (360 credits/NQF 6). Six (6) years appropriate proven experience in a Contact Centre environment of which three (3) years should be in a managerial role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Call Centre performance management. Knowledge of Managing business processes. Knowledge of service centered service. Knowledge of GEPP services and products. Knowledge of client relationship management. Knowledge of operational excellence. Change management. Interpersonal skills. Business analysis. Communication skills. Organisational skills. Decision making and judgement. Planning and managing resources. Problem analysis and solving skills. Business leadership skills. Call Centre operations management. Customer oriented. People management. Work independently. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty.

DUTIES

- : The key outputs for this position include, but are not limited to: Manage the handling of incoming and outgoing calls and emails: Monitor the application of appropriate actions to effectively control incoming and outgoing calls. Monitor the log-on time and agent's availability. Manage call queuing time and allocate call to available agent. Oversee and manage the performance report of the call system and advise the supervisors and agents on areas that still needs improvement. Manage random calls to improve quality, minimize errors and track operative performance. Manage proper opening and closing of calls according to call center process documents. Oversee and manage all complicated queries referred by supervisors. Monitor and manage resource for supervisors and agents to effectively provide solutions to clients. Manage the effective utilization of resources to achieve the operational strategic goals. Ensure that all email queries received from the Presidential Hotline, Media and the Fund are responded to within agreed service levels. Provide management with productivity reports as required and on an ad-hoc basis. Develop and implement contact center strategy: In conjunction with the senior manager, develop and implement GPAA contact center strategy that meets organisational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of call center on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the senior manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Attend pension fund related functions and

call centre industry related functions to share information with the staff and for benchmarking purpose. Manage the implementation of the Contact Centre policies and procedures: Monitor guidance to Inbound and/or outbound calls to supervisors and agents with appropriate procedures aligned to the Fund policies and procedures. Monitor policies and procedures for areas of improvement and enhanced Customer Centre. Oversee and communicate changes in policies and procedures to the supervisors and staff. Ensure consistent compliance to GPAA policies and procedures, corporate governance and relevant legislation. Build, maintain and manage relationships and Operational Level Agreements with other business units and ensure timeous response to queries forwarded to them. Effective management of Contact Centre unit: Manage and develop staff continually by striving to up skill and motivate staff through effective leadership, mentoring, coaching, performance improvement in line with individual developmental plans. Identify development and succession planning requirements. Ensure appointment is in line with employment equity targets/strategy. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Ms Felicia Mahlaba Tel No: 012 319 1455
- : Ms Felicia Mahlaba – Recruitment
- : One Manager Contact Centre position is currently available at GPAA. The successful incumbent will manage inbound and outbound call centre functions to deliver service propositions which align with business and channel strategies. The post will be filled permanently. Employment Equity targets for the post is African, Coloured or Indian female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 10/12

- : **FIELD SUPPORT ENGINEER REF NO: FSE/ICT/2019/03- 5C**
(12 months contract)
Information technology
The purpose of the role is to provide first line resolution desktop support through remote access to GPAA employees.

**SALARY
CENTRE
REQUIREMENTS**

- : R242 475 per annum plus 37% in lieu of benefit (Level 07)
- : Pretoria Office
- : An appropriate and recognized three year qualification (degree/national diploma) in Information Technology (with at least 360 credits) with two years appropriate experience in a service desk environment/desktop support environment. Experience should ideally include adequate exposure to: Technology in general, Active Directory, Desktop support, Servers operations, Information security. ICT Service management: MCSE and/or other appropriate advanced technical diplomas will be an added advantage. Knowledge of GPAA services & products will be an advantage. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Knowledge of mainframe, Citrix, HP Superdome and Wintel data centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. Problem solving skills. Excellent customer service orientation. Ability to communicate at all levels. Project management skills. Good interpersonal relations. Ability to display initiative. Integrity. Emotional intelligence. Structured approach. Demonstrable commitment. Collaboration.

DUTIES

- : The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Desktop Support Install, configure and troubleshoot OS (Operating System) mainly Windows - various versions. Active Directory.

Perform installation, maintenance and upgrading of computer hardware and software. Install update patches of anti-virus software signatures and OS. Customize desktop hardware to meet user specifications and GPAA standards. Work with vendor support contacts to resolve technical issues within the desktop environment. Provide end user support for computer hardware and software installation, maintenance and upgrade. Provide users access to shared resources. Installation of new ICT equipment. Installation and management of printers (network, desk printers). Asset management – ensuring that ICT assets within GPAA are collected, recorded and returned to ICT stores. Relocation of users (ICT equipment) upon request. Participation in projects within the Desktop support team. Regional Office visit support. Participation in the establishment of new GPAA offices around South Africa (Technical support). First Line Support. Provide First Line Support to GPAA users. Troubleshooting and resolving of incidents through remote desktop. On-site client care. Implementation, maintenance and removal of End User Devices (EUD). Ensure incidents/requests/problems are logged and resolved within SLA's. ICT Workshop maintenance. Provide 1st EUD repair. Loading and configuration of OS and required applications. Customer Satisfaction. Ensure client satisfaction and keeping customers informed on the service requested. Establish business relationship with clients and ensure customer centricity is practiced.

**ENQUIRIES
FOR ATTENTION
NOTE**

- : Mr Ismael Radebe Tel No: 012 399 2299
- : Mr Ismael Radebe – Recruitment
- : Employment Equity target for the post is Coloured male/females or Indian male/female or African female or people with disability. Candidates of the specified groups are encouraged to apply.

POST 10/13

- : **RESEARCH AND POLICY ADMINISTRATOR REF NO: RPA/SPB/2019/03-1C**
(12 months contract)
Strategy and Policy

**SALARY
CENTRE
REQUIREMENTS**

- : R196 407 per annum (basic salary) plus 37% in lieu of benefits (Level 06)
- : Pretoria Office
- : An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management/Public Administration/Policy Development with 18 months proven experience in policy and research methodology within the Retirement Fund/Employee Benefits/Medical Administration environment or Grade 12 with three years proven experience in policy and research methodology within a Retirement Fund/Employee Benefits/Medical Administration environment. Computer literacy that includes a good working knowledge of the Microsoft Office packages. Knowledge of Public Service Act and Regulations. Public Service Legislation and Regulatory framework. Knowledge of South Africa's Pension Fund Law. Knowledge of policy development and review process. A good understanding of government policies. Ability to research, write and present high quality policy analysis. Strong interest in government policy affairs. Fluent in Business English. Research skills. Organizing and coordination skills. Critical thinking. Attention to detail. Time management skills. Verbal and written communication. Strong report writing skills. Stakeholder management. Analytical thinking. Business ethics (honesty and integrity). Professionalism. Proactive and resourceful. Dynamic, flexible, reliable and attentive to detail.

DUTIES

- : The purpose of the position is to provide research and policy administrative support, and the co-ordination, implementation of policy review and development activities within the Strategy, Policy and Business Continuity Unit. Assist in conducting research activities on sector specific programmes: Assist in conducting needs analysis and identifying areas of research. Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Assist in the drafting of research specifications, based on needs analysis. Conduct research, using different research methodologies, within timeframes and budget. Assist in responding to external and internal research enquiries. Assist in the compilation of formal research reports. Assist in maintaining the repository of research products and facilitate dissemination of research results: Implement and maintain a research library. Manage numbering and archiving system of researched products. Assist in recording and monitoring research project plans.

		Create access paths to academic journals. Interact with academic librarians. Assist in the development and review of new and existing policies for the Department: Analyse and identify out-dated policies per business unit in their order of importance for review. Assist in developing and revising business units' policies. Assist in drafting new policies. Assist in the development and implementation of the checklist for all policies. Develop monthly reports. Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr Lesiba Sehlapelo Tel No: 012 399 2710
	:	Mr Lesiba Sehlapelo– Recruitment
	:	Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.
<u>POST 10/14</u>	:	<u>STRATEGY ADMINISTRATOR REF NO: SA/SPB/2019/03-1C</u> (12 months contract) Strategy and Policy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 407 per annum (basic salary) plus 37% in lieu of benefits (Level 06)
	:	Pretoria Office
	:	An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management/Public Administration/Policy Development with 18 months proven experience in research for situational analysis within a Retirement Fund/Employee Benefits/Medical Administration environment OR Grade 12 with three years proven experience in research for situational analysis within a Retirement Fund/Employee Benefits/Medical Administration environment. Computer literacy that includes a good working knowledge of the Microsoft Office packages. Knowledge of strategy development and implementation in a pension fund environment. Knowledge of strategy cascading process. Knowledge of Programme and Project management. Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework. Knowledge of SA Pension Fund legislation. Ability to work in multi-disciplinary teams. Organizing and coordination skills. Critical thinking. Attention to detail. Time management. Verbal and written communication. Strong report writing skills. Stakeholder management. Strategic and analytical thinker. Dynamic, flexible, reliable. Business ethics (honesty and integrity). Customer focus and results orientation. Professionalism. Proactive and resourceful.
<u>DUTIES</u>	:	The purpose of the role is to provide strategy administrative support to the Strategy, Policy and Business Continuity Unit. The successful candidate will be responsible for the following functions and include, but not limited to, Overall strategy and coordination support: Provide overall strategy support to the Senior Manager: Strategy, Policy and Business Continuity Office. Assist with the development of the current financial year project plan for Strategic Plan and Annual Performance Plan Formulation. Support to Strategic Planning and Cascading Workshops: Provide strategy administrative support, including the co-ordination of Strategic planning and Cascading Workshops. Assist in the development of the overall GPAA Strategic Plan aligned to the Annual Performance Plan. Development of templates for the collection of information to be incorporated in the Strategic Plan and Annual Performance Plans. Strategy compliance support: Assist Business Units adhere to the Simple, Measurable, Attainable, Realistic, Tangible (SMART) principle when formulating their operational plan. Assist with the review of operational plans and record keeping of approved operational plan. Interact with different internal and external Stakeholders (National Treasury and GEPP). Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr Lesiba Sehlapelo Tel No: 012 399 2710
	:	Mr Lesiba Sehlapelo– Recruitment
	:	Employment Equity target for the post is Coloured male/females or Indian male/female or White female or African male or people with disability. Candidates of the specified groups are encouraged to apply.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban
- CLOSING DATE** : 01 April 2019 at 16h00
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details". Applications must be accompanied by a signed covering letter, a comprehensive Curriculum Vitae and Certified Copies of all qualifications incl. academic records, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign qualifications, a certified copy of SAQA Evaluation of Foreign Qualifications Certificate must be included. For foreign applicants, a certified copy of Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications and citizenship verification, criminal record and financial record checks, previous employment verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

- POST 10/15** : **ASSISTANT DIRECTOR: FINANCE REF NO: CO 01/03/2019**
Permanent
- SALARY** : R444 693per annum (Level 10)
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management. Seven years' functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of one or more accounting software packages. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers' Licence. Experience in the public sector will be an advantage.
- DUTIES** : Assisting in design, management and maintenance of a credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confident audit trail. Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports. Ensure compliance with legislation related to public TVET College, thereby ensuring internal audits are clear of negative findings and an unqualified external opinion. Assist in the management of the college cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all times. Manage the collection and recording of revenue, debt management and expenditure management for the College. Assist in producing the College annual financial statements by ensuring acceptance of the trial balance and the annual financial statement of the College financial position by the external auditors. Ensure timeous processing and payments of supplier invoices. Manage the College's Finance unit.

<u>ENQUIRIES</u>	:	Mr Enock Mahlasela Tel No: 031 250 8232
<u>POST 10/16</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 02/03/2019</u> Permanent
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Thekwini TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management. Seven years' functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level. Traceable experience and sound knowledge of labour relations statutes including but not limited to: BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPI Act, ELRC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers' Licence. Experience in the public sector. Experience in the TVET sector will be an advantage.
<u>DUTIES</u>	:	Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously. Perform HR duties and any other HR related tasks as directed by the Supervisor.
<u>ENQUIRIES</u>	:	Mr Enock Mahlasela Tel No: 031 250 8232
<u>POST 10/17</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: CO 03/03/2019</u> Permanent
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Thekwini TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Computer Science / IT / IS coupled with recognised industries certifications such as MCSE / CCITP, A+, N+ security + and ITL. Candidates without tertiary qualification but possess Industry Specific Certification equivalent to REQV 13 (as confirmed by SAQA) will be considered. Seven years' functional work experience within the IT environment, of which three years should be at managerial (supervisory) level. Of the work experience required at least five years should be in Microsoft systems administration including Windows Server, Active Directory and Ms Exchange, Enterprise storage administration, Enterprise server administration, Virtualisation administration, backup-to-disk systems and associated software and Linux Administration; LAN, WAN and IP Telephony technologies. Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers' Licence.
<u>DUTIES</u>	:	Develop, implement, maintain and proactively communicate ICT policies and procedures to ensure effective and efficient use of IT systems throughout the college. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Distribute LAN and WAN access to students and staff according to college policy and needs. Research and develop specifications for LAN and WAN technologies according to the college's requirements. Distribute LAN and WAN access to students and staff

according to college policy and needs. Set-up, manage and maintain WAN, LAN, Email and internet connections to all campus/sites of the college. Troubleshooting, resolving and documenting all ICT related issues. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advise on procurement of the college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to college policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advice on updating. Manage all licencing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college needs. Ensure access of intranet and internet in the college. Ensure that the college website is continuously updated with current and relevant information. Supervise the ICT team. Assume overall responsibility of the IT unit.

ENQUIRIES

: Mr Enock Mahlasela Tel No: 031 250 8232

DEPARTMENT OF LABOUR

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

<u>CLOSING DATE</u>	:	01 April 2019 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number 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 transcripts including senior certificate, ID-document and a 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour 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).

OTHER POSTS

<u>POST 10/18</u>	:	<u>PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/8/371</u>
<u>SALARY</u>	:	R974 634 per annum (OSD)
<u>CENTRE</u>	:	Provincial Office: Kimberly
<u>REQUIREMENTS</u>	:	Master of Psychology plus registration with HPCSA as a Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with HPSA as a Psychologist in any identified categories. Valid driver's license. Knowledge: Relevant Government Strategies, Relevant ILO conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Skills: Counselling, Planning and organising, Verbal and written communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Information management.
<u>DUTIES</u>	:	Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
<u>ENQUIRIES</u>	:	Mr. A Senakhomo Tel No: (053) 838 1545

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hands deliver at Corner Compound and Pniel Road.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Kimberly
<u>POST 10/19</u>	:	<u>DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT</u> <u>REF NO: HR 4/19/03/1 HO</u> Chief Directorate: Information Communication Technology
<u>SALARY</u>	:	R697 011 per annum (All inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Information Communication Technology. SAP Certification in ABAP or XI. Five (5) years minimum functional experience in SAP support and maintenance environment with full lifecycle implementation of SAP Projects. Knowledge: Solid knowledge of SAP ABAP and XI/PI, Working Knowledge of SAP CRM and SAP ECC, SAP Security and Access, Multi-tier Software architectures and interface, Knowledge of SAP Hana and S/4 Hana, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for Incident, Change, Problem and Release Management, IT Technical standards / procedures, Software Development Life Cycle, relational databases (Oracle, SQL – Server, etc.), Knowledge in selected software languages, associated framework and tools. Skills: Problem solving, Communication and presentation, Planning and Organising, Leadership, Project management experience for technology team, Negotiation.
<u>DUTIES</u>	:	Implement enhancements for all SAP Applications. Maintain all SAP related Applications. Engage with other ICT teams to deliver ICT solutions. Maintain and support SAP systems Authorizations for users and process owners. Manage and supervise resources within the sub – directorate.
<u>ENQUIRIES</u>	:	Ms. E Cronje Tel No: (012) 309 4876
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 10/20</u>	:	<u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR</u> <u>REF NO: HR4/4/5/19</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Provincial Office: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Three years relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration. A valid driver's license. Two (2) years management experience. Three (3) years functional experience in Public Employment /Public Administration /Management Services. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Knowledge management, Employment Service Act, Unemployment Insurance Act, Compensation for Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management.
<u>DUTIES</u>	:	Provide operational and technical support to Labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT Infrastructure and implementation of innovations to render effective registration services. Facilitate the training of ESSA and users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.
<u>ENQUIRIES</u>	:	Ms. ZP Dlamini Tel No: (031) 366 2010
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kwazulu-Natal

<u>POST 10/21</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/4/3/2ASDIA/UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Three years tertiary qualification in Internal Auditing. Valid driver's license. Four (4) years functional experience in Internal Auditing. Registered with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit Manual and Methodology, Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Project Management, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice, Unemployment Insurance Act, (UIA), Unemployment Insurance Contributions Act (UICA), Auditor General Processes and Procedures Basic Conditions of Employment Act (BCEA), Promotion of Access to Information Act (PAIA), Labour Relations Act (LRA). Skills: Communication, Coordinating Audit Techniques, Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Computer literacy, Report Writing.
<u>DUTIES</u>	:	Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement planning. Review the effectiveness of controls on systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment / Assets) in the Section.
<u>ENQUIRIES</u>	:	Mr. KB Mahloko Tel No: (012) 337 1609
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 10/22</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/5/21</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Provincial Office: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Valid Drivers license. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance Treasury Regulations, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Regulations, legislation, policies and procedures Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.
<u>DUTIES</u>	:	Implement Risk management strategies / policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
<u>ENQUIRIES</u>	:	Mr. WS Mpanza Tel No: (031) 366 2186
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, KwaZulu-Natal
<u>POST 10/23</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: HR 4/ 4/3/2ASDEHWP/UIF</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Four year tertiary qualification in Psychology / Social Work. Two (2) years supervisory experience. Two (2) years functional experience in Employee Health and Wellness. Knowledge: Departmental policies and procedures, Human Resource Management policies, Human Resource systems and procedures, Code

		of Ethics, Batho Pele Principles, Employee Health and Wellness Strategic Framework, Relevant HIV /AIDS legislations, EHWP policies, Occupational Health and Safety Act (OHSA). Skills: Communication (Verbal and written), Counselling skills, Confidentiality and Code of Ethics, Decision making, Organizational, Negotiation, Problem solving, People Management, Interpersonal, Motivational, Presentation, Report writing, Planning and Organizing, Computer Literacy.
<u>DUTIES</u>	:	Facilitate an integrated employee wellness programmes and services at the UIF. Co-ordinate HIV/ AIDS, TB programmes at the UIF. Facilitate Health and Productivity programmes. Facilitate Health and Safety programmes. Manage resources (Human, Finance and Equipment) in the Sub-Unit.
<u>ENQUIRIES</u>	:	Ms. LJ Noxeke Tel No: (012) 337 1433
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 10/24</u>	:	<u>ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2/ASDCCM/UIF</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Three years tertiary qualification in Contact Centre Management / Public Management / Business Administration / Management / Administration Management. Two (2) years functional experience in Call Centre / Operations management environment. Two (2) years experience at a supervisory level. Knowledge: Public Financial Management Act, (PFMA). Public Service Regulation (PSR), Public Service Act (PSA), Labour Relation Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act, (UICA). Skills: Communication, People Management, Planning and Organizing, Computer Literacy, Report Writing, Listening, Time Management, Analytical, Numerical, Interpersonal, Diversity Management.
<u>DUTIES</u>	:	Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) within the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr. JN Mthembu Tel No: (012) 337 1189
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **Gauteng Province (JHB and PTA):** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Corner Pritchard and Kruis street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404
- : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or Hand delivered applications, Physical Address: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217.
- : **Free State and Supreme Court of Appeal Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms MA Luthuli Tel No: (051) 406 8100
- : **Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699. Enquiries: Ms N Phadziri/Mr J Maluleke Tel No: (015)-230-4035
- : **Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven Tel No: (053) 807 2733
- : **Kwazulu-Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire Place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie Tel No: (031) 372 3164

CLOSING DATE

: 29 March 2019

NOTE

: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

<u>POST 10/25</u>	:	<u>DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2019/454/OCJ</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Centre Polokwane
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at supervisory level and a Valid driver's license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL, Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills; Strong leadership and Project management skills; Good interpersonal relations skills, Problem solving, Presentation and Conflict Management skills; Self-disciplined and able to work under pressure with minimum supervision; People management and Supervisory skills; Policy Development and Report writing skills.
<u>DUTIES</u>	:	Develop and review HR administration related policies; Manage HR Provisioning (Recruitment & selection and appointments) in the Province; Manage staff Establishment of the Province; Manage HR administration, Training and HR Records in the Province; Manage the Performance Management and Development system; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.
<u>POST 10/26</u>	:	<u>CHIEF REGISTRAR REF NO: 2019/455/OCJ</u>
<u>SALARY</u>	:	(MR6) R448 269 – R1 084 437 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape High Court: Kimberley
<u>REQUIREMENTS</u>	:	An LLB Degree or equivalent qualification; At least 8 years' legal experience obtained after qualification. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good people skills/ interpersonal relations; Analytical thinking; Planning and organization skills; Attention to detail; Problem solving and decision making skills; Conflict management; Work ethics; Accuracy and attention to detail; Professional appearance and conduct; Self-management; Customer service orientated; Ability to work under pressure and solve problems; Confidentiality; Resilience; Honesty and integrity; Flexibility; and Creative thinking.
<u>DUTIES</u>	:	Provide leadership of the High Court; Court and Case flow management Quasi-Judicial functions; Manage Service Level agreements framework and managing strategic Court efficiency projects and best practices; Information and Case/Court documentation management system and Human Resources Management.
<u>POST 10/27</u>	:	<u>ASSITANT DIRECTOR: LIBRARY SERVICES REF NO: 2019/456/OCJ</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma/B Degree in Library and Information Science; 3 to 5 years' relevant experience of which 2 years must be at a supervisory level within the

	environment/similar environment; experience in a Law Library or legal experience will be an added advantage; Knowledge of supply chain management processes pertaining to procurement of library resources; Thorough knowledge asset management pertaining to library resources; Experience in the use of IT to deliver information; Sound knowledge of MS Office (ie. MS Word, Excel & PowerPoint); Hands on experience with Library OPAC systems, Sabinet Legal Products, LexisNexis Electronic products as well as Jutastat. Skills and Competencies: Good Classification, Cataloguing and Indexing Skills; Must be able to work confidently under pressure; Must be able to work in a team; Ability to interact with users; Must have initiative with the ability to prioritise; Must have a sense of responsibility.
<u>DUTIES</u>	: Professional management and control of human and physical resources of the component; Maintenance and development of legal information resources; Undertake research queries to internal and external users; Cataloguing, classification and indexing using a Library system; Training of staff and users in the use of information resources; Maintenance and management of serial and loose-leaf subscriptions; Acquisition of books and other materials to support the programme of the Court; Management of information resources – electronic and print; Create and organize electronic and other systems for retrieval of information; Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases; Effectively and efficiently correspond with various stakeholders; Ensure a proper archival and library service within the Court.
<u>POST 10/28</u>	: <u>SENIOR COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	: Gauteng Local Division, Johannesburg Ref No: 2019/461/OCJ Durban High Court Ref No: 2019/462/OCJ Port Elizabeth High Court Ref No: 2019/463/OCJ
<u>REQUIREMENTS</u>	: A National Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages, A valid driver's license and Knowledge of any foreign language or sign language will be an added advantage. Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills(written and verbal), Computer literacy(MS Office), Good interpersonal relations, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Time management and Ability to work under pressure.
<u>DUTIES</u>	: Render Interpreting services in Criminal court, Civil court, Labour and Quasi proceedings, interpreting during consultation, Translate legal documents and exhibits, Assist with reconstruction of court records, Develop terminology, Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
<u>POST 10/29</u>	: <u>REGISTRAR (X4 POSTS)</u>
<u>SALARY</u>	: (MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Gauteng Local Division, Johannesburg Ref No: 2019/458/OCJ (X1 Post) Thohoyandou High Court Ref No: 2019/459/OCJ (X2 Posts) Pietermaritzburg High Court Ref No: 2019/460/OCJ (X1 Post)
<u>REQUIREMENTS</u>	: A four (4) year legal qualification and a minimum of 2 to 3 years' legal experience obtained after qualification, Superior Court or litigation experience will be an added advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethic; Professionalism, ability to work under pressure and meeting of deadlines.

<u>DUTIES</u>	:	Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; Attend to judicial support functions; issue court orders; attend to office management.
<u>POST 10/30</u>	:	<u>COURT INTERPRETER REF NO: 2019/464/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Pietermaritzburg High Court
<u>REQUIREMENTS</u>	:	Grade 12; Proficiency in English and in 2 or more indigenous languages (preference will be given to languages used in area); Three months' practical experience will be an added advantage. Skills and competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in court of law (criminal and civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
<u>POST 10/31</u>	:	<u>REGISTRAR'S CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Free State High Court Ref No: 2019/465/OCJ Supreme Court of Appeal: Bloemfontein Ref No: 2019/466/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; relevant experience. Skills and Competencies: Computer Literacy: Excellent communication (Verbal and Written); Administration and organizational skills; Accuracy and attention to detail; Good interpersonal and public relations skills.
<u>DUTIES</u>	:	Ensure effective and efficient administration and co-ordination of appeals, reviews and petitions for the Free State; Compile and verify court rolls and prepare records ensuring efficient case flow management to the judiciary; Administration of cases after court order has been given; Administer the collation of court performance statistics; Perform general administrative duties.
<u>POST 10/32</u>	:	<u>ASSISTANT LIBRARIAN (X2 POSTS)</u>
<u>SALARY</u>	:	R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State High Court Ref No: 2019/467/OCJ Supreme Court of Appeal: Bloemfontein Ref No: 2019/468/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification; Relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Administration and organizational skills; Accuracy and attention to detail; Problem solving skills and ability to work under pressure.
<u>DUTIES</u>	:	Assist the Librarian to perform all aspects of Library operations; Assist with classifying and cataloguing the Library; Assist with tracking of Library collections; Annotations and updating of legislations; Circulation of legislation (Journals and Government Gazettes); Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or superseded

materials; Keep Library registers; Conduct annual stock taking; Perform any other library administrative duties.

<u>POST 10/33</u>	:	<u>TYPIST (X2 POSTS)</u>
<u>SALARY</u>	:	R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Local Division, Johannesburg Ref No: 2019/469/OCJ Durban High Court Ref No: 2019/470/OCJ
<u>REQUIREMENTS</u>	:	Grade 12. Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test. Relevant experience will serve as an added advantage. Knowledge of Public Regulations; Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.
<u>DUTIES</u>	:	Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.
<u>POST 10/34</u>	:	<u>USHER MESSENGER (X5 POSTS)</u>
<u>SALARY</u>	:	R115 437 – R135 981 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Free State High Court Ref No: 2019/471/OCJ (X1 Post) Durban High Court Ref No: 2019/472/OCJ (X2 Posts) Western Cape High Court Ref No: 2019/473/OCJ (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12. Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and analysis; Time management; Client orientation and customer focus; Report writing skills; Negotiation skills; Communication skills; Good interpersonal skills; Initiative skills.
<u>DUTIES</u>	:	The escorting of Judges to the court rooms; Rendering of administrative support functions to the Judges and the court room crew; Maintenance of court room's records; Facilitation of smooth-running of the court room; Collection and distribution of court files.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 29 March 2019 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 10/35** : **SENIOR SPECIALIST: LOCAL GOVERNMENT REF NO: 003/2019**
Outcome: Local Government & Human Settlements
- SALARY** : R1 005 063 - R1 183 932 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 7) in the areas of Built environment, Finance, Economics, Social Sciences or equivalent with at least 8 years' relevant experience of which 5 years' must be at MMS (Deputy Director or equivalent) or SMS (Senior Management Level). A relevant post-graduate qualification (NQF8)

and/or specialist training courses will be an added advantage. Must have understanding of current issues in the local government sector legislation, policies and practices; knowledge of local government prescripts, policies and practices and programmes; experience in performance monitoring and/or management. Competencies / Skills: problem solving, report writing, project/programme management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Willingness to travel and work irregular hours. Must have a valid driver's license.

DUTIES : The successful incumbent will be responsible for developing, implementing and maintaining a municipal performance assessment system, as well as assessing management and administrative practices in municipalities and contributing to related policy analysis and research activities related to the local government sector. This entails designing and updating relevant performance standards for specific management areas; provide training on conducting self-assessments, utilisation of the assessment tool (comprising of initial assessments, moderation, review, finalisation and improvement planning); provide guidance and oversight on activities in respect of administering the performance assessment tool. Co-ordinate and oversee the regular performance assessment of individual municipalities; validate assessment data; conduct trend analysis and identify possible corrective actions to address performance gaps. Conduct and coordinate external and/or internal moderation of assessments and provide guidance in respect of the process of formulating improvement interventions through the development of guidelines, templates, improvement plans, etc. Assess the level of success in respect of the implementation of appropriate interventions to address key areas of weakness identified in the performance assessment; report on activities and findings to key stakeholders and interested and/or affected parties and collaborate with DCoG, National Treasury, provincial departments of local government, sector departments and Offices of the Premier on matters related to local government; and to represent the unit in the different stakeholder forums as may be directed.

ENQUIRIES : Mr N Nomlala Tel No: (012) 312-0452

OTHER POST

POST 10/36 : **SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO: 004/2019**
Outcome: Economy

SALARY : R826 053 – R973 047 per annum (Level 12) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in engineering/ economics, social sciences or equivalent with at least 6 years' appropriate experience of which 3 years should be in facets of social sector management, analysis and monitoring and 3 years at ASD level. Experience in all spheres of government will serve as an advantage. Competencies / Skills: The ideal candidate should have the following skills: Project evaluation and monitoring and interpersonal skills and sound human relations. Should be research competent, should have policy analysis skills and have technical and infrastructural knowledge. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must

be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's license.

DUTIES

: The successful candidate will be responsible for rendering effective monitoring and reporting in the management of the unit's projects. This entails rendering executive and administrative support to the unit. Liaising with various stakeholders interacting with the department. Provide support for the setting up and operationalizing of management systems for the unit. Provide support for quality production of all external reports and communication and co-ordinate Inter-Ministerial Committee (IMC) and Technical Task Team (TTT) on the Distressed Mining Communities meetings and ensure reports are compiled and follow ups are conducted.

ENQUIRIES

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications, quoting the reference number, must be addressed to Ms N Mohanwe. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications could also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job).
- CLOSING DATE** : 02 April 2019
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the 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 the competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance and submit financial disclosure. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 06 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes Personal Suitability Checks, which include but are not limited to: security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

- POST 10/37** : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND DEVELOPMENT**
REF NO: DPSA/19/007
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package). Pay progression up to maximum salary of R1 183 932 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B Degree in Human Resource Management/Public Administration or in related fields at NQF level 7. Minimum of 5 years' experience at a middle/senior managerial level in a Human Resource environment in the Public Service. Sound knowledge of the Public Service legislative frameworks (the Public Administration Management Act, 2014, Public Service Act, 1994, Public Service Regulations, 2016, Labour Relations Act, 1995 and Public Finance Management Act), Knowledge of and experience in HR Administration, Performance Management, Human Resource Development and Labour Relations, Advanced knowledge and understanding of PERSAL. A self-driven individual in a possession

of the following skills and competencies: Strategic Capabilities and Leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Policy Development, Policy Compliance Monitoring, Problem Solving and Analysis, People Management and Empowerment, Client and Customer Orientation, Computer literacy, Sound analytical, interpretive and high level of Communication skills (verbal and written), Excellent organisation skills, Willingness to work under pressure, Ability to find workable solutions while dealing with multiple constituents and conflicting objectives, Willingness to facilitate continuous improvement and Programme and Project Management.

DUTIES

: The successful candidate will be responsible for the management of the performance of the following Sub-Directorates: Human Resource Administration, Human Resource Development and Performance Management, and Internal Labour Relations. Human Resource Administration services include Personnel Provisioning, Conditions of Service, and Establishment and Information Management. Develop and maintain HR strategy and policies that will support the strategic objectives of the department. Human Resource Information Management Systems, Management of Labour Relations includes participation in the Departmental Bargaining Council, Manage the budget of the Directorate: Human Resource Administration and Development, compile HR reports, Prepare responses to Parliamentary Questions and Audit queries and resolution of Audit findings.

ENQUIRIES

: Ms. Karien Beckers Tel No: (012) 336 1570

DEPARTMENT OF PUBLIC WORKS

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



CLOSING DATE : 29 March 2019 at 16h00

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

OTHER POSTS

POST 10/38 : **CHIEF STRUCTURAL ENGINEER: ENGINEERING SERVICES REF NO: 2019/56**

SALARY : R991 281 - R1 133 427 per annum (All inclusive OSD salary package). (The Department will determine the appropriate salary notch based on the years of experience post registration as a Professional Engineer).

CENTRE : Head Office: Pretoria

REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng) or Relevant Qualification. Six Years Post Qualifications experience required as a Registered Professional Engineer. A Valid Driver's License. Compulsory Registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Water Services Act, and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final

		professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	:	Mr. M Ramushu Tel No: (012) 406 2109
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 10/39</u>	:	<u>DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2019/57</u>
<u>SALARY</u>	:	R826 053 per annum (All-inclusive salary package)
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver's licence. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan, custodian Assets Management); ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and administration of leased property-ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme ;Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate- administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units monthly and quarterly reports; Co-ordinate units Monthly and Quarterly reports.
<u>ENQUIRIES</u>	:	Mr R Matlala (MMB) Tel No: 018- 381 5202
<u>APPLICATIONS</u>	:	Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 10/40</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2019/58</u>
<u>SALARY</u>	:	R444 693 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Building or civil engineering field with relevant building maintenance and project management experience and extensive supervisory experience. Ability to plan, organize and manage people and

		resources. A valid driver's license. Computer literacy (MS Excel, Word and Presentation). Knowledge and understanding of the PFMA, the OHSA, as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Manage work performance of Chief Works and Junior Unit staff members. Compile specifications and handle inspections in the civil and building field. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for building works. Formulate administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.
<u>ENQUIRIES</u>	:	Ms M Llali (MMB) Tel No: (018) 386 5379
<u>APPLICATIONS</u>	:	Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 10/41</u>	:	<u>ADMIN OFFICER: PROJECT ADMIN AND BUDGETS: ENGINEERING SERVICES REF NO: 2019/59</u>
<u>SALARY</u>	:	R242 725 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in administration or equivalent qualification. A relevant working experience in administration and budget management. Experience in project administration will be an added advantage. Competency in Microsoft office (Word, Excel, PowerPoint and Office).
<u>DUTIES</u>	:	Handle procurement of goods and services for the Directorate. Process procurement request on the departmental finance system. Assist the Chief Directorate with procurement of good and services. Plan and monitor the budget of the Directorate. Assist the Chief Directorate with its budget requirements. Coordinate travel arrangements of the members of the Directorate. Process travel claims of the technical staff members. Assist with the administrative duties of the Engineering Candidacy Programme. Prepare, organize, receive and distribute all necessary engineering projects material. Capture project information and requests on the project tracking system. Follow-up on deliverable expected from the technical staff. Efficiently communicate to project stakeholders on the status of their deliverables. Attend project meetings and take notes when required. Maintain complete and accurate records of all project requests. Assist with arrangements of technical training of technical staff. Assist the Director with general ad-hoc administrative matters. Assist members of the Directorate, the Chief Directorate and the Branch with administrative matters as and when it is needed.
<u>ENQUIRIES</u>	:	Mr. M Ramushu Tel No: (012) 406 2109
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<u>APPLICATIONS</u>	:	Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx . Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
<u>CLOSING DATE</u>	:	29 March 2019 at 16:00
<u>NOTE</u>	:	DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

<u>POST 10/42</u>	:	<u>DEPUTY DIRECTOR: PRE-SETTLEMENT REF NO: 3/2/1/2019/109</u> Directorate: Operational Management
<u>SALARY</u>	:	R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	KwaZulu-Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Law/Economics/Development Studies. 3 - 5 years' appropriate working experience. Experience in research management and implementation. Job related knowledge: Understanding of and experience in Land Reform (in particular Restitution) and/or development related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Job related skills: Strategic Planning, General Management, Operational Planning, Project Management, Communication (verbal and written), Computer Literacy, Supervisory. A valid driver's license is compulsory. Willingness to undertake field's trips entailing long distance and working irregular hours.
<u>DUTIES</u>	:	Manage the lodgement of claims. Screening of files and categorising and identifying of competing claims. Manage the validation of lodged claims. Research of land claims. Conduct in-loco inspection in claims. Manage the verification of validated claims. Conduct homestead identification. Ordering and analysing of aerial photographs and engagement of elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers and draft Section 42D.

<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 10/43</u>	:	<u>DEPUTY DIRECTOR: IT AUDIT REF NO: 3/2/1/2019/102 (X2 POSTS)</u> Directorate: Information Technology and Forensic Audit
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information Technology/Information Systems/Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT). Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM)/Certified in Risk and Information Systems Control (CRISC)/Certified Information Systems Security Professional (CISSP) will be an added advantage. 6 years' credible and applicable experience (Financial Management, Technical Information, Technology Operations, Information Technology Auditing) of which at least 4 years' should be in the Information Technology/Information Systems audit field. 3 years' of experience at Assistant Director level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures; IT frameworks such as Intelligent Label Solutions, Control Objectives for Information and Related Technologies, International Organisation for Standardisation (ISO) 27000 and ISO 20000. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving ability, Staff and interpersonal relations, Project management, Computer literacy, Business process analysis, Risk and control assessment.
<u>DUTIES</u>	:	Manage the Information Technology Audit resources allocated to this position responsible for performing Information Technology Audits in the National, Provincial and Regional offices of the business processes allocated to this position to achieve the operational objectives of the Directorate on an ongoing basis. Ensure compliance to the Directorate's audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with the Departmental prescripts. Analyse annual Departmental process risk register for the compilation of the Information Technology Audit plans for the business processes allocated to the position by November annually. Provide inputs to the development of the Directorate's 3 year strategic rolling Risk based Audit Plan for approval by the Director by November annually. Develop annual Risk based Information Technology Audit Plan for the business processes allocated for the position for the Director's approval by November annually. Manage the integration of the sub-directorate's annual risk based Information Technology Audit plan for the business processes allocated to this position to the plans of all other Directorate's in the Chief Directorate. Manage the integrity and timelines of the execution of the Information Technology Audit Plan Projects allocated to this position as defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the Information Technology Audit Plan Projects as first reviewer on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the Information Technology Audit Plan Projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning

memorandums. Compile the consolidated reports of all auditee offices of all the Information Technology Audit Plan Projects allocated to this position in the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved Information Technology Audit Plan Projects planning memorandum. Provide input to the compilations of the audit committee reports of all the Information Technology Audit Plan Projects allocated to this position according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Report to the Director on the status of the Information Technology Audit Plan Projects plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the Information Technology Audit Plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Audit Committee of the Information Technology Audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all Information Technology Audit reports allocated to this position by reviewing and report to Director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured and Indian males and African and Coloured females and Persons with disabilities are encouraged to apply.
- POST 10/44** : **DEPUTY DIRECTOR: REID REF NO: 3/2/1/2019/113**
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu-Natal (Richardsbay)
- REQUIREMENTS** : Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's license and willingness to travel.
- DUTIES** : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects

		and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 10/45</u>	:	<u>SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2019/138</u> Branch: Corporate Support Services
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration/Office Management and Technology/Public Management. 3 years' of experience in support services. Job related knowledge: Strategic and Operational Planning, Financial Management, Human Resource Legislation, Supply Chain Management Legislation, Risk Management. Job related skills: Communication (verbal and written), Computer Literacy, Interpersonal relations, Attention to detail, quality control, Problem solving, Planning and organize, Management, Facilitation, Administrative. A valid driver's license. Ability to work proactively and under pressure.
<u>DUTIES</u>	:	Prepare and analyse documents for decision making by the Deputy Director-General (DDG). Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other material. Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Open, read, route and distribute incoming mail or other materials and answer routine letters. Locate and attach appropriate files to incoming correspondence requiring replies. Prepare and mail checks. Make copies of correspondence or other printed material. Ensure compliance in terms of turnaround times, inform the manager timeously of deadlines. Maintain scheduling and event calendars. Arrange conference, meeting or travel reservations for office personnel. Establish work procedures or schedules and keep track of daily work of clerical staff. Ensure effective co-ordination, management and quality of work of all functional components. Schedule and confirm appointments for clients, customers or supervisors. Liaise with clients, Governments institutions and other stakeholders. Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals. Operate office equipment such as fax machines, copiers or phone systems and arrange for repairs when equipment malfunctions. Provide services to customers such as order placement or account information. Review work done by others to check for correct spelling and grammar, ensure that company format Policies are followed and recommended revisions. Conduct searches to find needed information using such sources as the Internet. Operate electronic mail systems and coordinate the flow of information, internally or with other organisations. Coordinate conferences, meetings or special events. Provide support in the management strategic and operational targets. Manage projects or contribute to committee or team work. Provide support in terms of budget analysis and monitoring of expenditure. Facilitates, plan, oversee, drive the timely and accurate preparation of the office's annual budget in line with Public Financial Management Act, Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan, Medium Term Expenditure Framework adjustment estimates and Estimates of National Expenditure. Compile various submission / memoranda and responses in relation to the disbursement function. Oversee effective and economical utilisation of the DDG's funds.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 10/46</u>	:	<u>CANDIDATE ARCHITECT REF NO: 3/2/1/2019/114</u> (Fixed Term Contract) Directorate: Project Management Office
<u>SALARY</u>	:	R506 682 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Directorate: Project Management Office (Pretoria)
<u>REQUIREMENTS</u>	:	Degree in Architecture. Registration with South African Council for the Architectural Profession is compulsory upon appointment. Job related knowledge: Programme and Project Management, Agricultural design and analysis, Computer aided engineering applications, Research and development, Legal compliance, Technical report writing, Creating high performance culture, Networking, Professional judgment. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and Organise, Conflict Management, Problem solving and analysis, People Management, Change management innovation. A valid driver's license.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities. Adhere to legal, safety and health requirements. Provide technical support. Contribute to the development of architectural related Policies, methods and practices. Contribute to the review of plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel. Render office administration services. Provide assistance with tender (bid) administration. Liaise and interact with service providers. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Report on service delivery regularly. Utilise resources allocated effectively. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new architectural and construction material, techniques, and methods. Liaise with relevant bodies/councils on architectural-related matters. Follow approved programme of development for registration purposes.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 10/47</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/104</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape (Eden/Central Karoo District)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Economics/Natural Sciences/Development Studies. 3 years' relevant experience in related field. Understanding of value added development of communities. Job Related Knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land reform programmes, legislation and procedures. Job related skills: People Management, Negotiation, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Map Reading, analysis and interpretation. A valid driver's license. Willingness to travel irregular hours.
<u>DUTIES</u>	:	Provide support to management of the Region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate Regional Project Implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/unit/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files(s) from regional manager/Deputy Direct: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and

Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant Policy and programme guidelines, (Recapitalisation and Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to Presidential Hotline queries, Director-General Tasks as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference's for procurement of professional services in line with the Supply Chain Management process. Submits invoice for service rendered within stipulated timeframe.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 10/48 : **RESTITUTION ADVISOR REF NO: 3/2/1/2019/105**
Directorate: Legal Support

SALARY : R444 693 per annum (Level 10)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : A BProc or LLB Degree. 4 years' working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post Qualification experience in court litigation. Job related knowledge: Understanding of the Land Reform process and in particular Land Restitution, Constitution, Public Administrative Law, Property and related Law, Law of Contracts, South African Law, in particular Land Reform Laws, Conveyance and vetting of documents. Job related skills: Proven supervisory and management, Ability to liaise successfully with a wide range of stakeholders in Restitution process, Excellent report writing and verbal legal communication, Administrative and organising, Ability to draft legal opinions and contracts, Negotiation, research and very good drafting, Ability to think independently, analytically and innovatively, Ability to compile reports and draft submissions, Good problem solving, Mediation and conflict resolution, Computer literacy. A valid driver's license. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report. Check section 42D. Check Gazette report. Check section 42E expropriation. Check Communal Property Associations (CPA) constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File notice of referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers. Sign agreements for both parties. Issue instruction to conveyers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and do inspection in loco. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

APPLICATIONS : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

<u>POST 10/49</u>	:	<u>PROJECT COORDINATOR: PRE SETTLEMENT REF NO: 3/2/1/2019/110 (X2 POSTS)</u>
	:	Directorate: Operational Management
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu-Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Commerce/Agriculture/Development Studies. 3 - 5 years' experience in Restitution or Land Reform environment. Job related knowledge: Development Management including Strategic Management, Research methods and techniques, Community facilitation, understand and interpret Business Plan, Land Reform and development related issues. Job related skills: Project Management, Negotiation, Contract Management, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license. Willingness to travel, to spend extended period in the field and work irregular hours.
<u>DUTIES</u>	:	Manage the lodgement of Restitution claims. Categorise claims per local Municipality. Engage Municipalities on claims to be settled. Validate Restitution claims. Conduct oral and archival research. Conduct site inspection process (mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodge claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries: Ministerial, Director-General, Chief Director, Chief Land Claims Commissioner, Premier and Presidential.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	African, Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 10/50</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2019/106</u>
	:	Directorate: Programme Management and Administrative Support Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Accounting/Cost and Management Accounting/Financial Management. 3 - 5 years' experience in the financial management field. Job related knowledge: Policies, procedures and prescripts, Financial System including Basic Accounting System (BAS), Public Financial Management Act, Treasury Regulations, Budgets and reporting procedures. Job related skills: Financial Management, Supervision, Communication (written and verbal), Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage the control unit and the suspense account of Restitution. Manage the attendance, leave and assessments of staff in the Control Unit. Manage payments, journals and other relevant records that relates to the Unit. Manage the compilation of financial reports on the suspense account. Balance the suspense accounts and age analysis with BAS. Update spreadsheets accordingly. Submit reports for inputs to the Interim and Annual Financial Statements. Manage the reconciliation process and allocation of refunds. Check reconciled list received for correctness. Submit correct allocations of refunds to the relevant section. Authorise and monitor re-issue payments. Checks re-issue payments for correctness and ensure that all the relevant documents are attached. Check that all spreadsheet are updated with the relevant information. Manage declaration of funds from the suspense account.

	Reconcile the suspense account projects. Submit requests to the delegated authority. Update the relevant records.
<u>APPLICATIONS</u>	: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 10/51</u>	: <u>LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2019/107</u> Directorate: Legal Support Services
<u>SALARY</u>	: The salary will be between R186 828 - R867 399 per annum, based on the number of years' post qualification experience in accordance with the OSD for legal personnel
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Admission as an Attorney or Advocate (member of General Council of the Bar) is an added advantage. At least 5 years appropriate post qualification legal experience. Job related knowledge: Land Reform Law, especially Restitution of Land Rights Act 22 of 1994, Budgeting processes, Financial and Administration Systems, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Expenditure reporting, Monitoring and Evaluation, Supply Chain Management. Job related skills: Law Interpretation, Ability to research law, Client relation, Contract drafting, Presentation, Computer literacy, Communication, Negotiation, Interpersonal relations. A valid driver's license.
<u>DUTIES</u>	: Assist in management of litigation and alternative dispute resolution process in the Commission of Restitution of Land Rights. Receive, assess and distribute court process and correspondence to relevant Regional Land Claims Commissioner (RLCC) legal units. Where applicable, liaise with State Attorney, Advocates and other experts in respect of court process and correspondence received. Request litigation monitors from all RLCC legal unit and compile final monthly litigation monitor reports. Assist in the management of provision legal representation to indigent parties at the expense of the Commission. Draft or vet contracts and other legal documents. Draft and or vet various RLCC office memoranda routed for approval. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Provide legal support in the effective settlement of claims and in effective expenditure management. Providing legal assistance to the office of the RLCC as well as the office of the Chief Land Claims Commissioner (CLCC). Providing legal opinions. Managing Promotion of Access to Information Act (PAIA) matters. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Receive PAIA request lodged via the office of the CLCC, transmit same to the relevant RLCC office for consideration and further handling. Receive and vet PAIA submission from RLCC office for approval by CLCC.
<u>APPLICATIONS</u>	: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and people with disabilities are encouraged to apply for these positions.



- APPLICATIONS** : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring ID/ Driver's license/ passport to get access to the department).
- CLOSING DATE** : 29 March 2019
- NOTE** : Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. Correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make an appointment, to withdraw, re-advertise or fill by way of transfer or deployment if in the interests of service delivery. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance and confirmation of the applicant's qualifications. All shortlisted candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise and the Department will communicate logistics. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment and using the mandated DPSA SMS competency-assessment tools).

MANAGEMENT ECHELON

- POST 10/52** : **DIRECTOR: INNOVATION POLICY RESEARCH**
- SALARY** : R1 005 063 - R1 183 932 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A bachelor's or undergraduate degree (minimum NQF level 7). A qualification in Innovation Policy Development will be an added advantage. Knowledge of and experience in national and international innovation systems analysis. Best practice in innovation instrument design, Understanding of research and innovation management processes. Practical understanding of the role of science and technology innovation in socio-economic growth. In-depth knowledge of government policy and systems. Incumbent must have interpersonal, negotiations, networking and advanced communication skills. Project planning, implementation and evaluation skills. Project and financial management skills. Personal attributes should include high degree of motivation and initiative thinking, ability to lead, be able to participate as a member of cross functional and multidisciplinary teams. Be able to work under pressure and work with a range of diverse stakeholders and to manage potential conflict.
- DUTIES** : Manage innovation policy and technology commercialisation research projects. Manage national and international policy research in respect of innovation and knowledge economy development trends. Manage strategic business and market intelligence gathering, analysis and dissemination. Strategic management including people management and empowerment and financial management.
- ENQUIRIES** : Mr Johan Jansen van Rensburg Tel No: 012 843 6701

OTHER POSTS

<u>POST 10/53</u>	:	<u>DEPUTY DIRECTOR: GREEN ECONOMY</u>
<u>SALARY</u>	:	R697 011 - R821 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's degree (minimum NQF level 6) in a Scientific or economic discipline. A postgraduate degree would be an advantage. Minimum of three years' experience in policy, strategy and monitoring and evaluation within an innovation-driven environment or relevant industrial/commercial or public service experience. The candidate must have an excellent knowledge of green and climate technologies. Knowledge of the Green/ Circular economy sector in South Africa (both supply and demand issues), knowledge of industrial development policies, frameworks and support programmes. Innovation strategy and policy. Understanding of public service budgeting, financial management and human resources management. Knowledge of international developments and governance arrangements as it applies to the green/circular economy space. The incumbent must have policy and strategic formulation skills, Research and analytical skills. Communication and presentation skills. Management, negotiation, business-planning skills. Financial Management. Able to work with diverse range of people. Position and highlight the links between the efforts and interventions of the DST and the development priorities of South Africa.
<u>DUTIES</u>	:	Implementation of strategies in the green/circular economy sector in South Africa. Facilitate project implementation for identified green/ circular economy initiatives/projects/ programmes. Stakeholder engagement and development of partnerships with national and international partners. Provide strategic support in the directorate. Knowledge management.
<u>ENQUIRIES</u>	:	Mr Johan Jansen van Rensburg Tel No: 012 843 6701
<u>POST 10/54</u>	:	<u>DEPUTY DIRECTOR: SCIENCE AND TECHNOLOGY INDICATORS</u>
<u>SALARY</u>	:	R697 011 - R821 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's degree (minimum NQF level 6) in Statistics and / Economics. At least three years' experience in the field of statistics or policy analysis. Understanding of the National System of Innovation and the role of science and technology indicators. The incumbent must have analytical and research skills, supported by working knowledge of statistical software package. Must have problem solving, communication and negotiation skills, attention to detail. Client orientation and ability to work individually and as part of a team. Knowledge of Public Service Act and Regulations, Public Financial Management Act and the South African Statistical Quality Assessment Framework (SASQAF).
<u>DUTIES</u>	:	Provide support in coordination, monitoring and facilitation of national STI surveys e.g. Research & Development survey, Business Innovation survey, etc. Facilitate statistical quality assessment for the R&D Survey, with Statistics South Africa and other external parties. Facilitate approval of business plans and monitor performance of DST funded projects from service providers. Analyse results of national STI surveys, formulate briefings and present recommendations to Departmental leadership and relevant external structures. Support the reviews to shape the requirements for STI measurement in South Africa. Stakeholder engagements i.e. disseminate information, facilitate workshops and consultations with stakeholders and user communities of STI indicators. Provide strategic support to the directorate.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>POST 10/55</u>	:	<u>DEPUTY DIRECTOR: TECHNOLOGY LOCALISATION AND PUBLIC INFRASTRUCTURE</u>
<u>SALARY</u>	:	R697 011 - R821 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's degree (minimum NQF level 6) in Engineering/ Natural Science. A qualification in Project Management of at least one year, and

policy, strategy and monitoring and evaluation experience will be an added advantage. At least three years' experience in the industry with additional work experience at a Science Council/Government and/or Government Agencies such as Technology Innovation Agency or Industrial Development Corporation of SA etc. Knowledge of the national systems of innovation, the departmental policies. Understanding of sector technology assessment, industrial development paradigms. Knowledge of national economic development, strategic procurement practices. Public service budgeting, financial management and human resource management. The incumbent must have communication, business planning and project management skills. Must have policy and strategy formulation skills, Report writing and project management skills. Must be able to work under pressure and individually or as part of a team. The candidate must be proactive, articulate and be able to gather and analyse information.

DUTIES : Implementation of the technology localisation strategy in partnership with key departments and state owned companies (SOCs) including Original Equipment Manufacturers (OEMs). Coordinate and assist in strengthen the strategic positioning of the Technology Localisation Programme (TLP). Facilitate stakeholder engagements. Monitoring and Evaluation of the TLP elements/instruments implementation including the Experiential Training Programme (ETP). Provide strategic and operational support to the directorate.

ENQUIRIES : Ms Lerato Maduna Tel No: 012 843 6709

POST 10/56 : **DEPUTY DIRECTOR: INTERNAL AUDIT**

SALARY : R697 011 - R821 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor's degree in Audit (minimum NQF level 6). Registration as a Certified Internal Auditor or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP) is an added advantage. Minimum three years' working experience at a supervisory level Assistant Director (ASD) is an added advantage. The candidate must have good knowledge of the standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditing, Performance standards and procedures, sound knowledge of Public Finance Management Act (PFMA) and risk-based internal auditing. Essential skills are required in the areas of collecting and analysing data, evaluating information and systems and drawing logical conclusions, planning and project management, negotiation and problem-solving, verbal and written communication skills. The incumbent must be able to establish and maintain harmonious working relationships with co-workers, to work effectively in a professional manner. Ability to be self-manage and maintain composure when under pressure.

DUTIES : Risk based audit planning. Audit engagement execution. Internal audit reporting. Database completed with agreed management action plans. Continuous professional development and completion of adhoc task.

ENQUIRIES : Ms Nontobeko Nkosi Tel No: 012 843 6861

POST 10/57 : **DEPUTY DIRECTOR: IN YEAR MONITORING (MONITORING AND EVALUATION)**

SALARY : R697 011 - R821 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor's degree (minimum NQF 6) in Science, Economics, Social Sciences or Developmental Studies. A minimum three years' working experience in project or programme management, monitoring and evaluation or related. The candidate must have good knowledge and understanding of the development, implementation and monitoring of performance management systems, including impact assessment. Monitoring and evaluation principles, tools and methods. Essential skills are required in the areas of policy, strategy, legislative analysis, interpretation, communication (including report writing), problem solving, analytic, financial and people management and development skills. The incumbent must be able to work independently and as part of a team player and be innovative.

<u>DUTIES</u>	:	Coordinate and facilitate in-year monitoring. Oversee the development and implantation of the Performance Information Management System (PIMS). Manage strategic programmes and project reviews. Provide for critical performance verification. Develop capacity development processes. Implementation of the Department of Science and Technology's (Monitoring and Evaluation Framework).
<u>ENQUIRIES</u>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
<u>POST 10/58</u>	:	<u>DEPUTY DIRECTOR: WORKPLACE PREPARATION PROGRAMMES</u>
<u>SALARY</u>	:	R697 011 - R821 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's degree in Science (minimum NQF 6). An honours degree in Science will be an added advantage. Minimum three years working experience in academic support areas in higher education sector or research environment. Understanding of the national system of innovation and government policies on human resource development. Essential skills required: research, project management, financial management, policy development and analysis, and communication (written and verbal). The candidate must have the ability to work well with diverse people, communicate with key stakeholder in a professional manner and pay attention to detail.
<u>DUTIES</u>	:	Formulate, develop and maintain workplace preparation programmes aimed at building human capital pipeline to contribute to increased availability of researchers and innovators. Develop and coordinate policies and guidelines aimed at increasing the efficiency of the system with regard to workplace preparation programmes. Monitor and evaluate workplace preparation programmes. Contribute to policy, strategic and legislative oversight of the National Research Foundation. Provide strategic and operational support to other activities of the Research Support Directorate that feed into the broader department and Ministry activities.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: (012) 843 6692
<u>POST 10/59</u>	:	<u>DEPUTY DIRECTOR: MARINE AND PALAEOSCIENCES</u>
<u>SALARY</u>	:	R697 011 - R821 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Natural or Science (minimum NQF 6). Minimum three years' experience in a science, engineering and technology environment with exposure in project management. Good knowledge of the national system of innovation, knowledge of the national research and development strategy and science platforms, broad palaeosciences research landscape and understanding of government legislation e.g. Public Service Act and Regulations and Public Finance Management Act. Essential skills required project management, negotiation, communication, financial management, research management, organising and computer. The candidate must be energetic and creative, be able to initiate work and be prepared to travel extensively, have the ability to work individually and as part of a team, work under pressure and communicate with key stakeholders in a professional manner.
<u>DUTIES</u>	:	Review and monitor suitable instrument which will govern and manage the development of Palaeoscience in South Africa. Facilitate public awareness and engagement in Palaeoscience. Manage stakeholders' engagements. Provide strategic and operational support to other activities of the research support Directorate or Chief Directorate that feed into the broader Departments and Ministry activities.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: (012) 843 6692
<u>POST 10/60</u>	:	<u>ASSISTANT DIRECTOR: SCIENCE TECHNOLOGY AND INNOVATION (STI) INFORMATION PORTAL</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A National Diploma/Degree (minimum NQF level 6) in Information Systems, Computer Science. At least two years' experience in Information Systems. Familiarity with Information Systems and related technology research. Research and public policy analysis environment is an added advantage. Understanding of the National System of Innovation (NSI). Knowledge, understanding and use of quantitative and qualitative information in government policy making environment. Understanding of Information Systems methodologies and frameworks. Good knowledge of information systems industry and government business. Services Orientated Architecture (SOA). Large enterprise level information management technologies and standards. Computer and information systems literacy. Analytical and communication skills, critical thinking and attention to details. Ability to work independently and as part of a team. Ability to work under pressure.
<u>DUTIES</u>	:	Receiving of datasets and information from identified sources. Extraction, cleaning and transformation of data and information. Design, maintenance and improvement of data tables.
<u>ENQUIRIES</u>	:	Ms Tshiamo Letswalo Tel No: 012 843 6675
<u>POST 10/61</u>	:	<u>ASSISTANT DIRECTOR: IT INFRASTRUCTURE</u>
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National diploma or Bachelors degree in Information Technology (IT) (minimum NQF level 6). A+, LPI, CCNA, RHCE, N+ will be an added advantage. Two years related experience in IT infrastructure. Knowledge of Data Centre Management, network Infrastructure and VOIP communications. Knowledge and understanding of procedures and standards, including active directory, group policies, MS Exchange, core switching/routing, SSL/IPSec, SAN, virtualization, business continuity, disaster recovery. Routing and switching hands-on experience troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards. Knowledge and understanding of Public Service Regulation and Public Finance Management Act (PFMA). Essential skills required Networking and operating systems skills, presentation of ideas in IT Infrastructure, data centre management and telecommunications principles. Cabling and telephony systems. Planning and coordination skills, Computer literacy skills, communication skills. Candidate must be Interpersonal relation. Able to conduct basic research into networking issues and products as required. Ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations. Proven analytical and problem-solving abilities. Ability to work as part of a team and have customer service orientation.
<u>DUTIES</u>	:	Implement and maintain DST Network infrastructure. Implement and maintain telecommunication and audio visuals system. Provide second level desktop support. Verify inventory of all IT related hardware. Implement and maintain local area network backbone.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: (012)843 6692
<u>POST 10/62</u>	:	<u>FACILITIES PRACTITIONER</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National diploma in electrical or plumbing or N3 in electrical or plumbing with trade test. One-year relevant experience in building maintenance. Knowledge and understanding of contract management, logistical management, supply chain management (SCM) processes, Occupational Health and Safety Act, Public Finance Management Act and computer literacy. Essential skills required are good interpersonal, leadership, managerial, training people, conflict management, clients relations, communication (verbal and written) management, team development, time management and electrical and plumbing. Candidate must be inspired, motivated, and interactive and must have sound communication skills, must be flexible, reliable, honest, and innovative and have ability to work under pressure and make decisions within area of responsibility.

<u>DUTIES</u>	:	Manage the services rendered by contractors. Ensure building inspections. Attend to office space allocation requests. Facilitate payment of service providers. Manage human resources.
<u>ENQUIRIES</u>	:	Mr Elvis Kgoale Tel No: (012) 843 6409
<u>POST 10/63</u>	:	<u>MAINTENANCE OFFICER</u>
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) plus N3 with trade test in electrical engineering. One-year experience in fixing and connecting electrical faults. Knowledge of plumbing, carpentry and a valid driver's license will be an added advantage. In-depth knowledge on electricity compliance certificate, as well as deep knowledge of electric appliances. Skills required Problem solving skills, interpersonal skills, communication skills, planning and organizing skills. The candidate must be willing to assist and work after hours and during weekends, must have the ability to work individually and as part of the team and must be self-driven and innovative.
<u>DUTIES</u>	:	Undertake routine maintenance of the building. Provide repair and maintenance services. Remove, clean and replace filters. Attend to emergency calls with regard to electricity and plumbing in the department. Assist with furniture removal and arranging workstations.
<u>ENQUIRIES</u>	:	Mr Elvis Kgoale Tel No: (012) 843 6409

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.
- CLOSING DATE** : 01 April 2019 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution. Clear indication of the position / internship programme and reference number that is being applied for must be indicated on your z83. A comprehensive CV with certified copies of qualifications including an academic record (Matric certificate must also be attached) and ID document and/or driver's licence (where applicable), including the details of at least two contactable referees. Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POST

- POST 10/64** : **FOOD SERVICE AID REF NO: FSA/09/19**
- SALARY** : R115 437 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum Grade 10 certificate or equivalent (NQF level 3) with at least 1 year food service experience. Must be computer literate. Appropriate knowledge of hygiene, safety procedures and preparation of food. Additional: Ability to work shifts including public holidays.
- DUTIES** : Perform / render food service activities in regards to food preparation, distribution and serving. Supply and refill water in boardrooms. Wash cutleries, glasses, cups and jugs. Follow daily cleaning schedules i.e. clean microwave, fridges and kitchens. Maintain and apply hygiene and safety measures. Ensure that all equipment is in good working order and is used effectively. Operate and care for equipment. Report faulty equipment and ensure that faulty equipment's are repaired / replaced. Responsible for ordering, receiving, storage, stock control and stock taking. Responsible for completing monthly statistics. Perform administration functions linked to food services and work-related tasks as delegated by the supervisor. Apply Batho Pele principles in area of work.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097
- NOTE** : EE requirements: Preference will be given to African Male / Coloured Male & Females / White Male & Females and People with disabilities.

INTERNSHIP PROGRAMME

- NOTE** : The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes.

OTHER POSTS

<u>POST 10/65</u>	:	<u>ICT INTERN REF NO: ICT/01-02/19 (X2 POSTS)</u>
<u>STIPEND</u>	:	R98 204 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three (3) year qualification (National Diploma or Degree) in IT / Informatics / Information System or related IT qualification on an NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
<u>DUTIES</u>	:	Development Areas: Practical experience in performing ICT business enablement and governance services. Ability to provide Infrastructure and operations continuity support services. Provide Information and knowledge management services.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097
<u>POST 10/66</u>	:	<u>INTERNAL AUDIT INTERN REF NO: IA/03-04/19 (X2 POSTS)</u>
<u>STIPEND</u>	:	R98 204 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three (3) year qualification (National Diploma or Degree) in auditing/accounting as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
<u>DUTIES</u>	:	Development Areas: Ability to plan for internal audits. Compile a system description and/or Process walkthrough. Identify risks (inherent risks) based on the documented system/process description. Compile an audit program based on the risk assessment. Gain practical experience in conducting Internal Audits. Execute audit procedures, testing the design and implementation of the controls. Prepare accurate working papers which reference to appropriate and relevant audit evidence to support audit conclusions. Compile exception reports and document valid findings. Manage identified internal audit projects. Complete reporting as per task allocation e.g Memo's, audit committee summary etc. Compile and submit the risk identification document on time for the line manager to review. Complete and submit accurate time sheets. Attend audit team meetings. Finalise the audit file and submit it for quality review. Develop reporting skills. Compile reports on internal audits (including audit findings, risks identified, impact and root causes, and recommendations for resolution). Attend meetings with line managers to discuss audit findings. Coordinate inputs from relevant stakeholders and provide feedback on internal audit reports. Engage with DSBD management and staff on audits conducted. Coordinate with external consultants hired to supplement internal audit staff.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097
<u>POST 10/67</u>	:	<u>COMMS & MARK INTERN REF NO: COMMS & MARK/05-06/19 (X2 POSTS)</u>
<u>STIPEND</u>	:	R98 204 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Advanced Diploma or B Degree in Communications / Marketing / Public Relations or related Communications and Marketing qualification on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
<u>DUTIES</u>	:	Development Areas: Develop competence and gain meaningful experience in; Internal Communication Services, External Communication Services, Events and Brand Management Services, Call Centre and Hot line Services, Content Management and Media Liaison Support Services and Language Management Services.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097

<u>POST 10/68</u>	:	<u>INTERN REF NO: BRANCHES/07-16/19 (X10 POSTS)</u>
<u>STIPEND</u>	:	R98 204 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three (3) year qualification (National Diploma or Degree) in Economics (or related) / B Com / Developmental studies (e.g. LED) / M&E qualification on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
<u>DUTIES</u>	:	Development Areas: The candidate will gain exposure in the following areas; developing or contributing towards the development / implementation / interpretation of policies, SOPs, Legislation, etc. Developing and/or contributing to research, using appropriate research methods and tools for the development / implementation / interpretation of research papers / proposals. Enhance skills in Planning, Reporting and Presentations by Compiling, Development, Designing, Implementation, Drafting / Writing, Statistical analysis, Recommendations, Financial Implications, Implementation Plans, etc. Interact meaningfully with both internal and external stakeholders as and when required. Assist with / Facilitate / Coordinate and/or Manage Departmental or Business Unit events / conferences / workshops / training and DSBD / Branch / Business Unit projects. Report on events and projects. Participate in the Administration of Schemes by processing applications with due diligence, presenting cases to adjudication committee, tracking payments, and assisting with payments, etc. Gain exposure to the Development and maintenance of a database which includes capturing, updating and quality assuring (verifying) of all information / documents / applications, etc. Provide general (high level) administrative support as and when required (Minutes, submissions, letters, filing, etc.)
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
- FOR ATTENTION** : Recruitment Unit. Room 4034
- CLOSING DATE** : 01 April 2019
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 10/69** : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT POLICY AND LEGISLATION**
REF NO: HRM/2019/07
 Branch: Public Transport
 Chief Directorate: Public Transport Regulations
 Directorate: Public Transport Policy and Legislation
 Sub-Directorate: Policy and Legislation Maintenance
- SALARY** : R444 693 per annum (Level 10) (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF 6/7 in Public Transport Policy, Transport Planning or Law coupled with 3 years' relevant experience. Note: The following key competencies are essential: Knowledge of the Land Transport Policy and Legislation, detailed understanding of the NLTA, knowledge of transport planning and management. Strong strategic and analytical skills, excellent writing and presentation skills, interpersonal relations skills, strong negotiation skills. Willingness to travel and work irregular hours.
- DUTIES** : Assist to ensure that the duties of the Department as specified in the National Land Transport Act (NLTA) are performed and in place; Assist to review the NLTA on a regular basis; Assist to guide the amendment of the NLTA and formulate regulations in terms of the Act; Assist in the Parliamentary processes and publish the approved amendments and regulations in the Government Gazette; Assist to manage implementation of the Act at Provincial and Local Sphere; Assist to develop business process and implementation plan for various aspects of the Act; Assist in briefings and workshops for political and administrative staff on the provisions of the Act; Assist to drive formulation of the ultimate National Land Transport Act Amendment Bill.
- ENQUIRIES** : Mr Takalani Nndanduleni Tel No: 012 309 3235

<u>POST 10/70</u>	:	<u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HRM/2019/06</u> Branch: Administration, Office of the Director-General Chief Directorate: Internal Audit Directorate: Forensic Investigations Sub-Directorate: Fraud Prevention
<u>SALARY</u>	:	R356 289 per annum (Level 09) (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree in Forensic Investigations / Law / Auditing qualifications. 3-5 years' experience. Certified Fraud Examiner (CFE) will serve as an added advantage. Must have a drivers license. Must be prepared to travel. Must have worked in a team, which involved supervisory responsibilities. Must have an extensive knowledge of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct. Proficiency in presentation and facilitation skills. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.
<u>DUTIES</u>	:	Facilitate advocacy through awareness /education programmes on Anti-Corruption. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Review sources of fraud risks and identify high profile areas. Update the fraud risk register. Provide input in drafting and managing annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Review fraud triangle and advise management on fraud health profile of the department. Liaise with internal stakeholders on issues of anti-corruption. Regularly report to relevant oversight structures. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Ms Samu Buthelezi Tel No: 012 309 3672
<u>POST 10/71</u>	:	<u>SENIOR SAFETY LIAISON OFFICER REF NO: HRM/2019/08</u> Branch: Maritime Transport Chief Directorate: Implementation, Monitoring and Evaluation Directorate: Maritime Safety, Security and Environment Sub-Directorate: Maritime Safety
<u>SALARY</u>	:	R299 709 per annum (Level 08) (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 6 qualification in Maritime Studies or Economics or Public Management or Law with 3 years' experience in the maritime sector. The following will serve as a recommendation: Knowledge of South African Maritime Transport Environment; the Merchant Shipping Act and relevant Maritime Regulations; Knowledge of International Maritime Treaties/ protocols (IMO/ILO/UN); Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Responsible for Compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally. Be able to work under pressure.
<u>DUTIES</u>	:	To support the implementation of safety policy and legislation as aligned to the International Standards; Participate in facilitating the development and implementation of legislative / regulatory framework for the safety on inland-waterways; Coordinate stakeholders meetings on a regular basis; Liaise with key stakeholders in the implementation of the National Small Vessels Safety Regulations; Provide support in the facilitation of the implementation of the National Small Vessels Safety Regulations; Provide support with the facilitation of the development and registration of National Small Vessels database; Liaise and facilitate the implementation of the National Small Vessels database; Provide support with the development of a framework for reporting on safety accidents;

Participate in facilitating the convening of the Courts of Marine Enquiry as required in the Merchant Shipping Act and the Courts of Marine Regulations; Facilitate the coordination of Maritime Stakeholder & Incident Investigations; Participate in the International Maritime Organisation Voluntary Audit Scheme; Providing support to the sub-directorate with maritime safety matters that are dealt with by the International Maritime Organisation; Liaise with SAMSA on the Marine Accidents and Incidents Investigations; Participate during the discussions and conclusions of the Memorandum of Understanding with SAMSA; Provide support with administrative functions towards the convening of the sitting of the Court of Marine Enquiry; Serve as the Clerk of the Court of Marine Enquiry; Provide support to the Project Officer with the management of the project funds; Liaise with key stakeholders such as the affected family members, legal attorneys and defendants; Provide support with the facilitation of the implementation of the Court of Marine Enquiry's decisions; Maintain and keep the list of potential members of the Court of Marine Enquiry updated; Liaise with MRCC to collect monthly incident and accident reports; Provide support in facilitation of the requirements of the Voluntary Audit Scheme in line with the Memorandum of Co-operation between which parties; Participate in the implementation of the Voluntary Audit Scheme findings; Obtain the necessary approval for SA to participate in related international forums such International Maritime Organisation such as Maritime Safety Committees as required.

ENQUIRIES : Ms Sharmila Dharamalingam Tel No: 012 309 3834

POST 10/72 : **STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE REF NO: HRM/2019/09**

Branch: Administration, Office of the Chief Financial Officer
Chief Directorate: Budgeting and Compliance
Directorate: Internal Control and Compliance
Sub-Directorate: Internal Control and Compliance

SALARY : R242 475 per annum (Level 07) (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Recognized Degree NQF level 6/7 in Accounting or Finance with 2 years relevant working experience. The following key competencies and attribute are essential: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of internal control framework; Knowledge of BAS; Communication skills (verbal and written); Good Computer literacy e.g. Ms Word, spread sheets and PowerPoint; Analytical skills, planning and organising skills.

DUTIES : The successful candidate will be responsible to: Provide input to the review of financial policies and procedures; Handle the internal and external audit queries; Maintain audit query database; Receive File and reconciliation of payment batches; Monitor compliance with the payment batch safekeeping procedures; Perform the internal checks on processes; Provide input for improvement on the internal checking processes.

ENQUIRIES : Ms Amandla Ngombane Tel No: (012) 309 3869

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 29 March 2019
- : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS**POST 10/73**

- : **CHIEF PROFESSIONAL SURVEYOR GRADE A REF NO: 290319/01**
Branch: Planning, Monitoring and Evaluation
SD: Land Management

SALARY
CENTRE
REQUIREMENTS

- : R854 154 per annum (OSD)
- : Pretoria Head Office
- : Four year Survey / Geomatics degree (BSc-Survey/Geomatics) or relevant qualification. Six (6) years post qualification survey experience required. Compulsory registration with PLATO as Professional Land Surveyor to perform cadastral surveys. Valid driver's license (copy must be attached). Programme and project management. Knowledge of Processes and Legislation relating to Survey environment. Communication skills (Technical consulting, professional judgement). Survey equipment operating skills. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Computer-aided survey applications knowledge and skills. Creating a high performance culture. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership and staff management. Creativity. Financial management. Customer focus and responsiveness. Planning and organising. Conflict management. Negotiation skills. Change management.

DUTIES

- : Design, plan and perform surveys to solve practical survey problems. Manage projects using new and existing survey technologies. Perform final reviews, audits and approvals on new survey applications according to set standards and designs. Promote safety in line with statutory and regulatory requirements. Coordinate and develop tender specifications; and maintain survey operational effectiveness. Set survey maintenance standards, specifications and service levels according to organisational objectives. Allocate, control, monitor and report on all resources. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Ensure the availability and management of funds to meet MTEF objectives within the survey environment/services. Manage the commercial value add of the discipline-related of programmes and projects. Oversight of trainees, learner interns and graduate trainees.

ENQUIRIES

- : Ms C Rajah Tel No: 012 336 8130

<u>APPLICATIONS</u>	:	Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabile
<u>POST 10/74</u>	:	<u>CONTROL SURVEYOR TECHNICIAN GRADE A REF NO: 290319/02</u> Branch: Planning, Monitoring and Evaluation SD: Surveys
<u>SALARY</u>	:	R422 139 per annum (OSD)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Survey/Cartography or relevant qualification. Six (6) years post qualification technical (Survey) experience. Compulsory registration with PLATO as a Survey Technician/Surveyor. Valid driver's license (copy must be attached). Programme and project management. Knowledge of Processes and Legislation relating to Survey environment. Communication skills (Technical consulting, professional judgement). Survey equipment operating skills. Knowledge of Survey design and analysis. Research and development skills in the Survey field. Computer-aided survey applications knowledge and skills. Creating a high performance culture. Problem solving and analysis. Decision making. Team leadership and staff management. Customer focus and responsiveness. Planning and organising. Conflict management. Negotiation skills. Change management.
<u>DUTIES</u>	:	Survey design and analysis. Perform surveys, reviews and quality control on new survey applications according to set standards and designs. Maintain survey operational effectiveness. Manage the execution of asset maintenance strategy through the provision of appropriate controls. Allocate, monitor and control resources. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management. Training and mentorship of learner interns, graduate trainees.
<u>ENQUIRIES</u>	:	Ms C Rajah Tel No: 012 336 8130
<u>APPLICATIONS</u>	:	Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabile
<u>POST 10/75</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 290319/03</u> Branch: Corporate Management Dir: Employee Performance Management
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Development or equivalent. Three (3) - five (5) years' experience in human resource development environment. Knowledge of administrative procedures. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge and experience in Human Resource Development. Basic Financial management and knowledge of PFMA. Knowledge management skills. Problem solving, analysis, people, diversity management, client orientation, customer focus skills. Good communication skills.
<u>DUTIES</u>	:	Facilitate the implementation of PMDS. Conduct PMDS training and awareness sessions. Render administration on the management of the PMDS in the Department. Ensure compliance in terms of PMDS policies and information. Provide feedback on identified administrative gaps. Ensure the alignment of individual performance agreement with business plan. Provide assistance in the development of performance agreements. Implementation of workplace skills plan. Conduct work skills plan workshop national and regions. Conduct training needs analysis to develop new training programs. Develop new training programmes. Modify existing programmes where applicable. Analyze skills development gaps. Facilitate the implementation of ABET.
<u>ENQUIRIES</u>	:	Ms N Myeni Tel No: 012 336 7753

<u>APPLICATIONS</u>	:	Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabile
<u>POST 10/76</u>	:	<u>ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A REF NO: 290319/04</u> Branch: Operational Integration: Free State Dir: Water Regulation-Compliance, Monitoring and Enforcement
<u>SALARY</u>	:	R256 815 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Management or Natural Sciences. Minimum of two years post qualification experience in the water and waste water environment will serve as an added advantage. A valid driver's license. Computer skills including MS Office suite and related computer packages. Excellent presentation skills. Good communication skills. A solid understanding of the National Water Act, 1998, the Water Services Act, 1997, and related Environmental legislation. Recommendations: Dispute resolution skills. Be able to manage programs and projects. Be able to negotiate. Self-motivated with good interpersonal communication skills at all stakeholder levels. A good understanding of the Department's Validation and Verification process. A fair knowledge and understanding of GIS.
<u>DUTIES</u>	:	Implement and monitor compliance of water programs in the water sector. Plans and coordinate intervention for poor performance in the water sector. Apply policies strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the national Water Act and National Water Services Act. Provide professional advice to Local Authorities, mines, industries and the agricultural sectors. Evaluate Environmental Management Plans, Environmental Impact Assessments to ensure protection of the water resources. Conduct compliance monitoring and audits in mines, agriculture, industries and domestic sectors. Address non compliances to conditions of Water Use licenses. Perform general and audit inspections throughout all sectors within the Free State Provincial Office's area of responsibility. Applicant must be willing to travel long distances and work long hours.
<u>ENQUIRIES</u>	:	Mr. W Grobler Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Please forward all applications for the centre: Bloemfontein quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2 nd Floor, Bloem Plaza Building, c/o Charlotte Maxeke & Eastburger Streets.
<u>FOR ATTENTION</u>	:	Ms N Maloka
<u>POST 10/77</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 290319/05</u> Branch: Planning, Monitoring and Evaluation SD: Surveys
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Senior certificate with Mathematics or Mathematics Literacy. Computer Literacy. Basic knowledge in handling survey / technical equipment. A valid driver's license (certified copy must be attached). Must have good communication skills, good interpersonal skills, good planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary and be able to perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment. Swimming / water safety skills.
<u>DUTIES</u>	:	Perform all field work including clearing of survey areas, data collection, safe keeping of equipment including boats / vehicles. Maintenance of technical equipment for survey teams, prepare equipment for the technical team and load it in the vehicles. Ensure all relevant preparations are completed for each trip. Give support to technical teams in all surveys Maintain vehicles by continuously monitoring service due dates and also cleanliness. Pack and sort storeroom for technical equipment according to Health and Safety specifications.

ENQUIRIES APPLICATIONS : Ms C Rajah Tel No: 012 336 8130
 : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

INTERNSHIP PROGRAMME

NOTE : To be eligible for the internship applicants must satisfy the following conditions: Only applicants in need of practical experience to obtain a qualification will be considered. Unemployed applicants, No relevant workplace experience, previous practical training or internship. Interested candidates should apply in writing on a covering letter, Z 83 form and must include certified copies of a South African identity document and a recent updated CV. The period of the programme will run for two consecutive years.

OTHER POST

POST 10/78 : **INTERNSHIP PROGRAMME: HOSPITALITY / FOOD SERVICES /COOKERY RTC REF NO: 290319/06 (X3 POSTS)**

STIPEND : The Intern will receive a stipend according to the level of qualification obtained: R4771 per month for a Higher Certificate / Advanced National Certificate on NQF level 5 or R5729 per month for a National Diploma on NQF6.

CENTRE REQUIREMENTS : Pretoria Roodeplaat Dam
 : Study Field: A College or Hotel school qualification in Hospitality / Food Services / Catering Management / Food Preparation and cookery / Professional cookery.

ENQUIRIES APPLICATIONS : Mr C Fest Tel No: 012 943 3302
 : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Ms. LI Mabole

**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.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 29 March 2019, 12h00. No late applications will be considered.
- NOTE** : 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 our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. 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 POSTS

- POST 10/79** : **DEPUTY DIRECTOR – PRIMARY ANIMAL HEALTH REF NO: REFS/003744**
Directorate: Animal Health
- SALARY** : R826 053 per annum (all inclusive salary which can be structured according to an individual needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade12, plus Bachelor's degree (NQF Level 7) in Veterinary Medicine/Science as recognized by SAQA. Minimum requirement of 5 years working experience in state veterinary services (Regulatory/ clinical and primary animal health care {PAHC} of which 3 years must be an Assistant Director/Supervisory Level. Registration with the South African Veterinary Council (SAVC) a must. Valid driver's license. Competencies: Project and financial management skills. People management skills Knowledge and be conversant with Veterinary and other relevant legislations: Animal Diseases Act, Act 35 of 1984, Meat Safety Act, Act 40 of 2000, Veterinary and Para-Veterinary Professions Act, Act 19 of 1982, Animal Protection Legislation and Primary Animal Health Care, Medicines and Related Substances Control Act, Act 101 of 1965 after amendment by the Medicines and Related Substances Control Amendment Act, Act 90 of 1997, Fertilizers, Farm Feeds, Agricultural and Stock Remedies Act, Act No. 36 of 1947 as well as the Occupational Health and Safety Act, Act 85 of 1993, The Public Service Act and Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. A reasonable understanding of the provincial, national and regional socio-political and economic environment plus the relationship between these factors and livestock production and health as well as value chains within the sectors, is a pre-requisite for this middle management position. The candidate should have a demonstrable working knowledge of systems thinking and policy development skills. The post also has responsibilities to technical staff. Public participation methods and effective communication skills, both written and spoken are required. Candidates must also be proficient in the use of common Microsoft Office software, have excellent networking skills to be able to interact with other spheres of government, the livestock sector and animal protein processing sectors, as well as farming community and community leaders.
- DUTIES** : The Deputy Director Primary Animal Health is co-responsible for the setting of the strategic direction on Primary Animal Health matters as well as the seamless,

effective and efficient implementation of the PAHC program within Gauteng Veterinary Services in line with the GPG program of action, GDARD strategic plan, National (DAFF) Veterinary Strategy and the Gauteng Veterinary Services strategic plan. The PAH is responsible for the planning, budgeting, procurement, expenditure tracking, monitoring and reporting on the designated functions of the sub-program as well as control of assets allocated to the subprogram. The DD takes overall responsibility for the adequate staffing, supervision, mentoring and the effectiveness of the performance management and development program within the sub-program. The DD liaises with stakeholders involved with PAHC in South Africa, participates in inter- and intra-governmental fora and reports back on key decisions. The DD is also responsible for identifying training and skills development needs in the directorate. The DD assists the GDARD Occupational Health and Safety officer to implement the OHS related projects within the chief directorate Veterinary Services. The Deputy Director also contributes to the overall management and effectiveness of the Gauteng Veterinary Services and GDARD in general, which includes ensuring that the basic values and principles governing public administration in South Africa; professionalism, Batho Pele Principles, ethics and corruption-free public service, as per section 195 (1) of the Constitution. Mr Rassy Rasemetse Tel No: 011 240 3084

ENQUIRIES

:

POST 10/80

:

DEPUTY DIRECTOR: FARMER SETTLEMENT SUPPORT AND ESTABLISHED AGRICULTURE REF NO: REFS/003745

Directorate: Farmer Support and Development

SALARY

:

R697 011 per annum (all-inclusive package that can be structured according to an individual needs)

CENTRE

:

Johannesburg

REQUIREMENTS

:

Grade 12 plus 4 year Bachelor's degree (NQF Level 8) in Agriculture as recognised by SAQA. 3-5 years' relevant experience within the Agricultural sector in food security initiatives and implementation of food security developmental programs of which 3 years must be at an Assistant Director/Supervisory Level. Valid driver's license. Competencies: Good communication, presentation and project management skills.

DUTIES

:

To oversee and co-ordinate various food security initiatives in the province, and implementation of homestead, community and school food gardens developmental programs. Interacting with the entire agricultural production and value chain from informal to commercial producers and markets. Produce high quality and appropriate information on food security and ensure that support systems are in place to all relevant stakeholders. Responsible for the availability of reliable, accurate and timely analysis and transmission of information on the conditions of the food insecure/secure. Financial management, supervision, performance management, client service and monitoring of service delivery standards.

ENQUIRIES

:

Mr Rassy Rasemetse Tel No: 011 240 3096

POST 10/81

:

PRODUCTION SCIENTIST GRADE A-C: CONSERVATION PLANNER REF NO: REFS/003749

Directorate: Biodiversity Management, Sub Directorate: Scientific Services

SALARY

:

R585 366 – R893 175 per annum (all-inclusive salary package which can be structured according to an individual need)

CENTRE

:

Johannesburg

REQUIREMENTS

:

Grade 12 plus BSc Honours degree (NQF Level 8) in Conservation Biology/ Botany/ Ecology as recognized by SAQA. MSc or PhD in Conservation Biology/Botany/Ecology will be an added advantage. 3-5 years relevant working experience in the field of Conservation Planning and/ or Conservation Biology. Proven experience in systematic biodiversity planning and spatial problem solving. Must be registered as a Professional Natural Scientist (Conservation Science or Ecological or Botanical Sciences) with SACNASP or proof that registration is in process. Valid driving license. Competencies: Exceptional skills in GIS, database management and conservation planning software such as C Plan and Marxan. Able to take the leadership role with the development and implementation of the systematic conservation planning process.

<u>DUTIES</u>	:	Management and development of the Gauteng Conservation Plan. Networking, coordination and interacting with relevant internal and external stakeholders. Data management and quality control of data. Offering spatial decision support with projects such as EIA evaluations, protected area expansion and stewardship projects. Report writing, development and training of staff, regarding systematic conservation planning.
<u>ENQUIRIES</u>	:	Ms Thili Mashau Tel No: 011 240 3096
<u>POST 10/82</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/003746</u> Directorate: Environmental Compliance and Monitoring
<u>SALARY</u>	:	R380 364 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus Honours Degree (NQF Level 8) in Natural/ Chemistry/Physical/ Biological/ Geological/ Environmental Science and Environmental Management as recognized by SAQA. Minimum of 6 years' relevant experience in land use and infrastructure management, industrial processes, air quality and waste pollution management. Experience in environmental compliance, compliance inspections and environmental enforcement procedures. Successful completion of the Environmental Management Inspector (EMI) training, SAMTRAC or SHERQ ISO14001 or and Environmental Management Systems (EMS) will be an added advantage. Valid drivers' license. Competencies: Computer Literacy. Sound knowledge of environmental legislation. Excellent written and verbal communications skills, particularly with regard to drafting of Directives, Notices, Legal correspondence and reports. Good project management, interpersonal, coordination and document management skills.
<u>DUTIES</u>	:	Conduct compliance inspections for the Environmental Authorisations (EAs) issued by the Department. Attend to the environmental complaints received within the Gauteng Province that are related to the EAs issued. Respond to Incidents in Gauteng in terms of section 30 of the National Environmental Management act 107 of 1998 (NEMA). Draft effective reports for the compliance inspections conducted. Present the findings of the compliance inspections and recommend the appropriate enforcement action(s) where non-compliances have been found. Effectively utilize the information management system to manage the work within the Directorate.
<u>ENQUIRIES</u>	:	Mr Rassy Rasemetse Tel No: 011 240 3083
<u>POST 10/83</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/003748</u> Directorate: Pollution and Waste Management
<u>SALARY</u>	:	R380 364 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus relevant Honours degree (NQF Level 8) in Natural/Physical/Chemical/ Engineering or Environmental Sciences/Management as recognized by SAQA. A minimum of 6 years' in the application of NEMA, NEM: Waste Act and application of Gauteng waste strategies, policies and Gauteng Waste Minimisation Plan. Experience in the support of local government and industries to implement recycling programmes. Valid driver's license. Competencies: Computer Literacy, Knowledge of project management.
<u>DUTIES</u>	:	Promote separation of waste at source. Monitor the implementation of Gauteng Waste Collection Standards, Gauteng Waste Minimisation Plan, and Gauteng Clean and Green Plan, Audit general waste landfills. Manage waste projects. Promote and support recycling facilities and buyback centres. Train and register waste management co-operatives. Manage waste management stakeholder relations and enquiries. Maintain various waste management data-bases. Assist in compliance promotion and contribute to law reform. Conduct and co-ordinate waste management forum meetings. Ensure that local authorities and industries are supported in the development and implementation of Integrated Waste Management Plans (IWMPs). Collate information from the District for the Provincial inventory of all waste disposal/ treatment/ storage facilities/ waste transporters etc.

<u>ENQUIRIES</u>	:	Ms Thili Mashau Tel No: 011 240 3096
<u>POST 10/84</u>	:	<u>CONTROL FARM MANAGER REF NO: REFS/003741</u> (12 Months Contract) Directorate: Research and Technology Development Services (RTDS)
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Randwest Agripark (Westonaria) and Sebokeng zone 10 Agripark
<u>REQUIREMENTS</u>	:	Grade 12 plus Bachelor's degree (NQF Level 7)/ BTech (NQF Level 7) in Agricultural Management as recognized by SAQA. 2-3 years' experience in farm management, crop production in particular. Valid driver's license. Competencies: Computer Literacy, Presentation skills, Knowledge of project management. Understanding of the Agri-Food Sector. Clear agricultural knowledge on plant production especially vegetable supply chain.
<u>DUTIES</u>	:	Management of Westrand District Agriparks and Sedibeng Agriparks. Coordinate farming co-operatives activities onsite which includes scheduling production, irrigation, chemical application, harvesting and grading, preparing produce for market, record keeping and facilitating disbursements to co-operatives which supplied the product. Liaising with surrounding farmers operating in the vicinity. Facilitate the maintenance of the Agripark. Ensure that contracting between the farming coops and the Agripark is undertaken. Prepare and submit Agripark maintenance budget. To prepare production plans and scheduling of harvesting and related marketing activities.
<u>ENQUIRIES</u>	:	Mr Rassy Rasemetse Tel No: 011 240 3083
<u>POST 10/85</u>	:	<u>ASSISTANT DIRECTOR: ICT REF NO: REFS/003737 (X2 POSTS)</u> Directorate: ICT Support
<u>SALARY</u>	:	R356 289 per annum (Plus Benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus Bachelor Degree (NQF Level 7)/ National Diploma (NQF Level 6) in Information Communication Technology or relevant IT qualification as recognized by SAQA. 3 - 5 years' experience in IT. (Preferable with A+, N+, MCSE 2000, / MCSE 2003 and ITIL formal qualification will be an added advantage). Valid driver's license. Competencies: Computer literacy (Excel, Word, MS Office, PowerPoint), Decision making, Innovative and Management responsibilities/Supervisory skills.
<u>DUTIES</u>	:	Assume a supervisory role to chief network controller, a management role to Network Controllers and Service Desk Analysts in the sub component, in providing an effective and efficient support and maintaining in-house computer systems, desktops, local area network (LAN), wide area network (WAN) and IT peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware, software and equipment while ensuring optimal workstation performance. The official will also troubleshoot incidents as per SLA (Service level agreement) turnaround time in a timely and accurate fashion and provide end user and interns training and assistance where required. Development and maintenance of documentation on ICT Support standards, regulations and procedures. Day-to-day maintenance, monitoring, problem solving and general administration of the network. Provide a technical interface point with service providers, systems designers and engineers and application development groups. Engage in business analysis, information acquisition analysis and design, data analysis and design, archive and recovery strategy, security and change management. Maintain IT business continuity and disaster management. Clear knowledge of Microsoft System Center.
<u>ENQUIRIES</u>	:	Mr Rassy Rasemetse Tel No: 011 240 3083

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** : Ms. Portia Makotwane, Human Resources Tel No: 011 689 8898
- CLOSING DATE** : 29 March 2019
- 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 10/86** : **DEPUTY DIRECTOR: SENIOR CONSULTANT – ERP FINANCE REF NO: REF/003750**
Directorate: Applications Competency Centre
- SALARY** : R697 011 per annum (Level 11) (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus NQF 6 qualification in IT/Commerce with 3-5 years ERP experience or Matric plus 8-9 years relevant ERP experience. Relevant SAP ERP qualification. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on projects.
- DUTIES** : Maintains effective client contact and builds credible relationships with key client personnel. Understands client requirements and advises on the designing optimum solutions. Works closely with the client (s) to create and define consulting projects and ensures that the client's overall business objectives and needs are translated into well-defined and justified projects. Preparing plans and contributing to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Primary responsibility is preparation and contribution to the process design workshops, provides directions to the consultants and configures the ERP system, demonstrate and gain acceptance from the customer. Deploys consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Sets priorities appropriately and ensures that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Applies knowledge gained from each project experience to execute future tasks for projects more effectively. Uses ERP methodology and tools in the project. Performs any administrative tasks that are involved in a project. Leads the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. interacts with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Acts as a key client contact and will exercise authority appropriate to particular client requests commensurate with client expectations of decision-making and consistent with the ERP

		Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manages/contributes to the professional development of the junior consultants within the implementation team. Provides feedback to Consultants on their consulting performance. Manages the assignment of consultants to projects.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>NOTE</u>	:	Persons with disability are encouraged to apply.
<u>POST 10/87</u>	:	<u>ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/003721 (X2 POSTS)</u> Branch: HOD's Office
<u>SALARY</u>	:	R356 289 per annum (plus benefits) Level 09
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate plus NQF level 6 qualification in Secretarial or Office Administration with 2-3 years' experience in Administration and Executive Support/ Secretariat, or Matric certificate plus 6-7 years' experience in administration and Executive Support/ Secretariat. Knowledge of administrative and clerical procedures and systems is essential.
<u>DUTIES</u>	:	Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Ensure proper records management and information management systems for documenting and retrieval of minutes and documents. Dealing with queries (meetings and document queries). Recording the proceedings of the meetings.
<u>ENQUIRIES</u>	:	Ms. Portia Makotwane Tel No: (011) 689 8898

DEPARTMENT OF HEALTH

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

ERRATUM: kindly note that the post of Environmental Health Practitioner (**For Ekurhuleni Health District**): advertised in Public Service Vacancy Circular 09 dated 08 March 2019, the requirements has been amended as follows: A minimum of 08 years appropriate/recognizable experiences after registration with HPCSA as Environmental Health Practitioner of which 5 years must be appropriate experience in management and the closing date has been extended to the 29 March 2019

MANAGEMENT ECHELON

<u>POST 10/88</u>	:	<u>DIRECTOR: MAINTENANCE OVERSIGHT REF NO: D/MO/2019/03/11</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R1 005 063 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 tertiary qualification in Civil/Structural or Electrical/Mechanical Engineering. Registered as a Professional Engineer with ECSA. 5 Years' middle management experience in in health care engineering. 6 – 8 Years post qualification experience. Executive Course or Certificate in Infrastructure Delivery Management. Valid Drivers' License. Computer literate. Candidates must have strong project management background. Knowledge: PFMA/DORA/Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and etc.
<u>DUTIES</u>	:	Manage the maintenance of health facilities, utilities and infrastructure. Ensure that the Directorate is aligned its core business to that of the Chief Directorate. Coordinate and monitor the implementation of the maintenance plans. Manage the research and analysis of maintenance information. Provide inputs to Health Facilities in terms of planning for disposals of related equipment. Manage the monitoring and evaluation of deployed technology. Manage the provision of

professional engineering services and providing support to the Chief Directorate and Health Facilities. Oversee the implementation of the provisions of the Occupational Health and Safety Act related to equipment safety in Health Facilities. Manage the implementation of the Service Delivery Agreement. Review and update service delivery standards. Prepare progress reports. Perform oversight role in terms of maintenance and adherence to OHS requirements. Direct client satisfaction surveys. Manage budget and human resource management.

ENQUIRIES
APPLICATIONS

: Mr. B Seemane at 082 054 4564
: Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.

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 (3) 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). The Gauteng Department of Health encourages People with disabilities to apply.

CLOSING DATE

: 29 March 2019

OTHER POSTS

POST 10/89

: **HEAD OF CLINICAL UNIT (GENERAL PAEDIATRICS) GRADE 1: REF NO: CHBAH 121**
Directorate: Paediatrics and Child Health

SALARY
CENTRE
REQUIREMENTS

: R1 643 352 (All Inclusive Package)
: Chris Hani Baragwanath Academic Hospital
: Fellowship in Paediatrics or equivalent for a minimum of 10 years. Certificate in any sub-specialty in paediatrics will be an added benefit but not a requirement. Registration with HPCSA. Currently registered as an independent specialist in paediatrics. Sound Knowledge of Government regulations, Policies and ACTS. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Team building, people and Interpersonal relations skills. Communication skills (verbal and written) Organizational Experience in undergraduate and postgraduate teaching and involvement in research. Knowledge and Skills: Assessment, diagnosis and management of patient within the registered field. Understanding of basic Human resource matters including labour relations. Knowledge of legislative prescripts governing public service and child health. Managerial and problem-solving skills.

DUTIES

: To provide direct patient care including the following: Clinical management of neonates, infants and children with different conditions requiring acute and chronic paediatric care and ongoing child health care. Participate in care of admitted and/or outpatients in the department of paediatrics including seeing patients and supervising junior staff; Undertake regular follow-up ward rounds with interns, junior medical officers, registrars and fellows; Design protocols for management of

all groups of children who need care in the department of paediatrics; To participate in multidisciplinary team meetings on paediatric patients requiring critical and complex management; To assist healthcare facilities that refer to our hospital in supporting their clinicians in managing patients in their facilities through running outreach programs and being accessible to them To perform management and administrative duties in one of the general paediatric wards in the department of paediatrics and child health To head and manage the general paediatric unit regarding clinical and administrative matters and the overall wellbeing of the unit. To develop and sustain clinical services that will contribute towards improving the quality of care and clinical services offered to children managed in the department of paediatrics at large Advising the head of paediatrics and hospital management of the appropriate requirements for management of children who seek and need care in our hospital; To assist the head of department when needed, on different matters around management and running of the department To participate in Gauteng department of health, hospital and university management/ administrative structures or committees To partake in teaching/ training of both undergraduate and postgraduate students To teach and train medical students, interns, medical officers, registrars, fellows, nurses and allied To be involved in development of curriculum for both under- and post-graduate students To be involved in all activities around development and growth of students and clinicians in the department of paediatrics, hospital and Gauteng province. To conduct clinical research and partake in research activities and supervision of both under- and post-graduate students involved in research Establish and maintain a database of all patients managed in the general paediatric wards Lead the development of relevant research in the field of paediatric and child health and subspecialty of her/his choice Establish a strong working relationship and research collaboration with other specialists or professionals from the department of paediatrics and child health at Chris Hani Baragwanath Academic hospital, other University of the Witwatersrand affiliated hospital and entities, and both national and international professionals in the field of paediatrics and child health.

ENQUIRIES
APPLICATIONS

: Prof S. Velaphi Tel No: (011) 933 8416
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

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

CLOSING DATE

: 29 March 2019

POST 10/90

: **CLINICAL MANAGER REF NO: FERH/MED/01**
Directorate: Medical

SALARY
CENTRE

: R1 115 874 - R1 238 451 (inclusive package)
: Far East Rand Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as practitioner. A minimum of Three (3) years of appropriate experience as a medical practitioner after registration with HPCSA as an independent medical practitioner.
<u>DUTIES</u>	:	Reporting to the HOD of paediatric unit, assisting the HOD with administration duties. Participate in developing and implementation operational plans (including cost containments strategies). Ensure the co-ordination of all activities necessary for quality and efficient 24 hours patient care. Assist in clinical audit and risk management strategies in order to improve patients' outcome. Ensure adherence to relevant health and public legislation including patient care charter and Batho Pele principles. Ensure compliance to national core standards and six ministerial key responsibilities. Manage efficiency and reduce waiting times in Pead's OPD and wards for state patients. Manage resources (Physical, human resource and finances). Management of commuted overtime and RWOPS. Manage conflict in the department.
<u>ENQUIRIES</u>	:	Dr Lobo Tel No: 011 812 8561
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/91</u>	:	<u>CHIEF ENGINEER: CIVIL/STRUCTURAL (INFRASTRUCTURE PLANNING)</u> <u>REF NO: CE/IP/2019/03/12</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R991 281 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree in Engineering, Registered as a Professional Engineer with ECSA. [Civil/structural engineer] Six years' experience post qualification. Valid Drivers 'License. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Develop and review strategies and policies for health infrastructure planning. Develop and review the Health Infrastructure Planning Cycle document Infrastructure Planning Model. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy, Plan and related Departmental Strategic documents/plans. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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). The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/92</u>	:	<u>CHIEF ELECTRICAL ENGINEER: MAINTENANCE OVERSIGHT REF NO: CEE/MO/2019/03/13</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R991 281 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/93</u>	:	<u>CHIEF ENGINEER (CIVIL/STRUCTURAL): INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: CE/IDM/2019/03/14</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R991 281 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree in Engineering, Registered as a Professional Engineer with ECSA (Civil/Structural Engineer). 6 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Develop and review strategies and policies for health infrastructure planning. Develop and review the Health Infrastructure Planning Cycle document Infrastructure Planning Model. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy, Plan and related Departmental Strategic documents/plans. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019

<u>POST 10/94</u>	:	<u>CHIEF MECHANICAL ENGINEER: MAINTENANCE OVERSIGHT REF NO: CME/MO/2019/03/15</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R991 281 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564 Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/95</u>	:	<u>CHIEF ARCHITECT: INFRASTRUCTURE PLANNING REF NO: CA/IP/2019/03/16</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R854 154 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office Bachelor of Architecture. Registered as a professional Architect with SACAP 6 years' post-qualification experience. Valid driver's license. Computer literate. Candidates must have strong project management background. Knowledge: PFMA/DORA/Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Occupational Health and Safety Act of 1993 and etc.
<u>DUTIES</u>	:	Determine and customise architectural functional and technical norms and standards. Determine architectural policies, strategies, plans, procedures and

		criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage health facility planning. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/96</u>	:	<u>CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: CA/IDM/2019/03/17 (X2 POSTS)</u> Directorate: Infrastructure Delivery
<u>SALARY</u>	:	R854 154 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the Applicant.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Bachelor of Architecture. Registration with the SACAP as a Professional Architect. 6 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Manage health facility planning. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/97</u>	:	<u>CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY</u> <u>MANAGEMENT REF NO: CQS/IDM/2019/03/18</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R854 154 per annum (All-inclusive remuneration package). The Department will award a higher salary depending on the expertise of the applicant
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 6 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve packages/individual project briefs. Participate in the procurement of professional service providers and contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of programmes/projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent(s). Manage people and budgets.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/98</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: FERH/DEMANNUR/01</u> Directorate: Nursing
<u>SALARY</u>	:	R801 918 - R902 550 per annum (inclusive package)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government notice R425 (I.e. Diploma/ degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 9years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4years of the period referred to above must be appropriate/ recognizable experience at nursing management level. Must be in possession of a Diploma in Nursing Administration/ Management or Health Care Management obtained from a recognized institution. Competencies/ knowledge/ skills: applications of legislations and health related acts and ethical nursing practice. Must have knowledge of nursing legislative 179 frameworks, understanding of national core standards and ability to describe the effective application of the scope of practices for different categories of nurses. Ability to plan, organize, lead and coordinate the nursing services in the Hospital. Develop and monitor the implementation of Nursing services that promotes the Rights of patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Must have a valid driver's license.
<u>DUTIES</u>	:	Lead and give direction to nursing services and overall control of quality patient care in the hospital. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocols/ procedures and standards pertaining to nursing care. Establish and participate in inter-professional and multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with the relevant directives and prescripts. Participant in Hospital Executive decision-making body. Collaborate with other team members in the Hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies Continuing Professional Development (CPD) requirements for nurses and midwives. Actively participate in the implementation of national strategic plan for nurse education, training and practice 2012 – 2017.
<u>ENQUIRIES</u>	:	Dr. C. Ndobe; Acting Chief Executive Officer Tel No: 011 812 8308
<u>APPLICATIONS</u>	:	Applications should be submitted to Far East Rand Hospital, 1 Hospital Road, New State Area, springs, 1559, or post to Private Bag X50 springs 1560.
<u>NOTE</u>	:	Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/99</u>	:	<u>MEDICAL OFFICER REF NO: HJH-REFS/003676 (X2 POSTS)</u> Directorate: Accident and Emergency Re-advertisement
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum (all-inclusive package)

	Grade 2: R892 551 – R975 945 per annum (all-inclusive package)
	Grade 3: R1 035 831 – R1 295 025 per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	: Helen Joseph Hospital
	: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Independent Practice). Five years' experience in an academic Emergency department a necessity. One must be registered and have proof of the current registration with the HPCSA. Grade 1: No experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required. Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice). Full registration with the HPCSA as a Medical Practitioner (independent Practice). Good interpersonal, communication and computer skills. Independent and effective decision- making. ATLS/ACLS/APLS/PALS will be advantageous. Diploma in Primary Emergency Care (DipPEC) and validated emergency ultrasound experience or accreditation also advantageous.
<u>DUTIES</u>	: Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.
<u>ENQUIRIES APPLICATIONS</u>	: Dr P Saffy Tel No: 011 489 1011
	: Applications should be submitted at Helen Joseph Hospital, No1 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. (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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/100</u>	: <u>MEDICAL OFFICER (OBS & GYNAE) REF NO: FERH/MED/02 (X2 POSTS)</u> Directorate: Medical
<u>SALARY</u>	: R780 612 - R840 942 per annum (inclusive package)
<u>CENTRE REQUIREMENTS</u>	: Far East Rand Hospital
	: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience after registering with HPCSA as Medical Practitioner.
<u>DUTIES</u>	: coordinate and manage clinical care and treatment. Be rotated through different areas of the department and can be deployed in any department. Manage and handle all patients depending on the units to which the doctor is allocated. Manage patients in other units to which the doctor may be delegated on temporary basis at the discretion of the clinical manager. Supervision and training of interns and medical students. Participate in morbidity and mortality meetings.
<u>ENQUIRIES APPLICATIONS</u>	: Dr Lobo Tel No: 011 812 8561
	: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/101</u>	:	<u>DEPUTY DIRECTOR: OHS (MAINTENANCE OVERSIGHT) REF NO: DDOHS/MO/2019/03/19</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R697 011 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree or Diploma in Environmental Health, Engineering or Relevant Field. Requirements. 3 – 5 year's post qualification experience. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Strategic Management of Occupational and Equipment Safety in Health Facilities in collaboration with Engineering and Professional Services. Assist Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Perform regular compliance inspections and audits at Health Facilities [regular safety audits]. Conduct and/or arrange investigations into incidents and recommend mitigation measures to prevent recurrence. Oversee establishment of Health and Safety Committees at various Health Facilities. Manage the effective implementation of Health Care Risk Waste Management. Manage people. Manage budgets.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/102</u>	:	<u>DEPUTY DIRECTOR: POLICIES AND SYSTEMS (HEALTH TECHNOLOGY) REF NO: DDPS/HT/2019/03/20</u> Directorate: Health Technology
<u>SALARY</u>	:	R697 011 per annum (All-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Extensive experience in clinical engineering and medical equipment policy, procedural and system modalities. [Minimum of 5 years post qualification]. Valid Driver's licence. Computer Literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop policies and Standard Operating Procedures for the maintenance of medical equipment. Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Ntebaleng Matlapeng at 071 685 7851
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/103</u>	:	<u>MIDDLE MANAGER: FINANCIAL REPORTING REF NO: MSD2019/03/01 (X1 POST)</u> Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 per annum (all inclusive salary package)
	:	Medical Supplies Depot
	:	The applicants must be in possession of a recognised 3 year National Diploma or Degree in Financial Management (Accounting or Finance - NQF 7) with at least 7 years of proven relevant experience in the field of financial management of which at least 5 years must be at a supervisory level and at least 2 years' experience at middle management level. Knowledge: Computer Literacy and in particular - MS Office, BAS, and PERSAL; Skills: Accounting and Financial management and Project management skills, High numerical skills Communication: Good verbal and written communication skills; Creativity: Pro-active, Innovative thinker and must be able to work under pressure and have a driver's license.
<u>DUTIES</u>	:	The successful candidate will assist the senior manager: financial management (L13) with the compilation and preparation of GRAP compliant monthly, interim and annual financial statements. Maintain properly reconciled accounts up-to-the general ledger in the entity's books i.e. Assets, Liabilities, Revenue and Expenditure Accounts. Assist with the provision of relevant information to a number

of applicable internal and external oversight committees. Must apply sound knowledge of Generally Recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excels in the generation of numerous financial reports of the entity in a manner that is efficient to financial reporting. Plan and manage staff and projects. Prepare presentations in appropriate applications to senior management and other internal oversight committees and where necessary, to external parties. Use your acquired experience in inventory management system(s) such as MEDSAS but not limited thereof to add value to the entity's core business functions. Collate all the entity's financial and Pre-Determined Objectives (PDO) information timeously e.g. monthly, quarterly and annually for consolidated reporting purposes.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Kasumba Tel No: (011) 628 9141
	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
<u>NOTE</u>	:	All short-listed candidates may be required to undertake written, practical and/ or presentation exercises.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/104</u>	:	<u>ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING (GRADE A-C) REF NO: EE/IP/2019/03/21</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R679 338 – R1 036 557 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/105</u>	:	<u>CIVIL/STRUCTURAL ENGINEER: INFRASTRUCTURE PLANNING REF NO: CE/IP/2019/03/23</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R679 338 – R1 036 557 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer]. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019

<u>POST 10/106</u>	:	<u>MECHANICAL ENGINEER: INFRASTRUCTURE PLANNING (GRADE A-C)</u> <u>REF NO: ME/IP/2019/03/24</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R679 338 – R1 036 557 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/107</u>	:	<u>ENGINEER (ENGINEER (CIVIL/STRUCTURAL): INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: EC/ES/IDM/2019/03/25</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R679 338 – R1 036 557 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA (Civil/Structural Engineer). 3 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery

mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research.

- ENQUIRIES** : Mr. B Seemane at 082 054 4564
- APPLICATIONS** : Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
- 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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
- CLOSING DATE** : 29 March 2019
- POST 10/108** : **ELECTRICAL ENGINEER: MAINTENANCE OVERSIGHT (GRADE A-C) REF NO: EE/MO/2019/03/26**
Directorate: Maintenance Oversight
- SALARY** : R679 338 – R1 036 557 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
- CENTRE** : Johannesburg, Central-Office
- REQUIREMENTS** : Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
- ENQUIRIES** : Mr. B Seemane at 082 054 4564
- APPLICATIONS** : Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
- 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 (3) 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). The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/109</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: CCPM/IDM/2019/03/33</u> (5-Year Contract) Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R586 366 - R621 291 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post registration as a Candidate.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree in Built Environment. Registered as a professional Construction Project Manager with SACPSMP. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/110</u>	:	<u>ARCHITECT: INFRASTRUCTURE PLANNING (GRADE A-C) REF NO: A/IP/2019/03/27</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R585 366 – R893 175 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	University degree in Architecture. Registered as a professional Architect with SACAP 3 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Determine and customise architectural functional and technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Undertake Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Assist with health facility planning. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/111</u>	:	<u>QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING (GRADE A-C) REF NO: QS/IP/2019/03/28 (X2 POSTS)</u> Directorate: Infrastructure Planning
<u>SALARY</u>	:	R585 366 – R893 175 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	University degree in Quantity Surveying. Other Requirements: Registered as a professional Quantity Surveyor with SACQSP. 3 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Customise quantity surveying and cost norms/standards for the Department. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project Lists and Budgets. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/112</u>	:	<u>ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT (GRADE A-C)</u> <u>REF NO: A/IDM/2019/03/29 (X2 POSTS)</u> Directorate: Infrastructure Delivery
<u>SALARY</u>	:	R585 366 – R893 175 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	Bachelor of Architecture. Registration with the SACAP as a Professional Architect. 3 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Undertake Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Assist with health facility planning. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.

<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/113</u>	:	<u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (GRADE A-C) REF NO: QS/IDM/2019/30 (X2 POSTS)</u> Directorate: Infrastructure Delivery
<u>SALARY</u>	:	R585 366 – R893 175 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg, Central-Office
	:	University Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 years' post-qualification experience. Valid driver's licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Customise quantity surveying and cost norms/standards for the Department. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project Lists and Budgets. Undertake research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Seemane at 082 054 4564
	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/114</u>	:	<u>CANDIDATE ENGINEER: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: CE/IDM/2019/03/31</u> (5-Year Contract) Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R585 366 - R621 291 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post registration as a Candidate.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Degree in Engineering. Registered as a Candidate Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019

<u>POST 10/115</u>	:	<u>HEAD OF DEPARTMENT – COMMUNITY NURSING SCIENCE (CNS); PRIMARY HEALTH CARE (PHC) AND PRIMARY CARE NURSING (PCN) DEPARTMENT (PND 3) REF NO: 3/4/1/1/4 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R548 436 - R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/ Nursing Education and Management, a qualification in Community Nursing Science and a post basic qualification in Primary Health Care. A Master's degree in the specialty. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	:	Ms M du Plessis Tel No 011 644 8911/8934 or Mr. J.D. Cloete Tel No 011644 8912
<u>APPLICATIONS</u>	:	Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag 40, Auckland Park 2006 or apply online at www.gautengonline.gov.za
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 10/116</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 06/2019</u> Directorate: Nursing
<u>SALARY</u>	:	R532 449 – R599 274 per annum (Plus Benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five of the period above must be appropriate/recognized experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, National Core Standards and other legislative framework. Computer literacy and a valid driver's license. Must be willing to work day and night duty and flexible hours. Must be willing to rotate in different units.
<u>DUTIES</u>	:	Deputize for Nursing Managers in their absence and take charge of the hospital after hours, during weekends and public holidays. 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 specialised nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards.
<u>ENQUIRIES</u>	:	Ms. Sono Tel No: 011 951-8202

<u>APPLICATIONS</u>	:	Sterkfontein Hospital, Private bag X2010, Krugersdorp, 1740, or hand deliver to the application box at the hospital reception entrance.
<u>NOTE</u>	:	Applications must be submitted with Z83, CV, certified copies of ID and qualifications. Sterkfontein hospital is committed to pursuing diversity and Redress. Representation in terms of Race, Disability and Gender is promoted.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/117</u>	:	<u>OPERATIONAL MANAGER NURSING: OPERATING THEATRE CSSD (PNB3)</u> Directorate: Nursing (Re-Advertisement)
<u>SALARY</u>	:	R532 449 - R599 274 per annum
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Minimum of 9 years appropriate /recognizable experience in nursing after registration with SANC as a professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team unit level to ensure good nursing care by the team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional relations in order to enhance service delivery and demonstrative basic computer literacy as a support tool to enhance service delivery. Be informed with labour act Practices-manage and monitor proper utilization of human financial and physical resources. Provision of effective support to nursing.
<u>ENQUIRIES</u>	:	Mr. W.N Mothwane Tel No: (011) 923 2050/ (011) 923 2331
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resource s, Tembisa Provincial Tertiary Hospital, Private bag X07 Olifantsfontein 1665 or Submitted at corner Flint Mazibuko and Rev R J Namane Olifansfontein 1665.
<u>NOTE</u>	:	The provincial Government of Gauteng is committed to the achievement and maintaining of diversity and equity in employment, especially in respect of race, gender and disability. Application must be on form Z83, Obtainable from any public service Department or from Website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted: Failure to comply with these instructions will disqualified application from being processed.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/118</u>	:	<u>CANDIDATE ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT</u> <u>REF NO: CA/IDM/2019/03/32</u> (5-Year Contract) Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R506 682 - R537 789 per annum (All-inclusive remuneration package). The Department will determine the salary notch based on years of experience post registration as a Candidate.
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	Bachelor of Architecture. Registration with the SACAP as a Candidate Architect. Valid Drivers' License. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs.

		Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/119</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (GRADE A): MAINTENANCE</u> <u>OVERSIGHT REF NO: CET/MO/2019/03/34</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R442 139 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. Six years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Determine and maintain engineering norms and standards for lifts. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts. Make recommendations related to non-performance in terms of maintenance contracts for lifts. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Manage the design and establishment of a system to collect credible data on the use of utilities by Health Facilities. Undertake research. Manage people. Manage budgets.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/120</u>	:	<u>OPERATIONAL MANAGER GRADE 1 (GENERAL NURSING) (X2 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R420 318 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge: An understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms NL Madiba Tel No: (012) 380 1206
<u>APPLICATIONS</u>	:	Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID. People who have applied for previous post with reference no Post 09/164 should re-apply.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 10/121</u>	:	<u>PROFESSIONAL NURSE- SPECIALTY (TRAUMA AND EMERGENCY) REF NO: FERH/NURSE/04 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R362 559 - R420 318 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree accredited with the South African Nursing Council, plus a one (1) year post basic nursing qualification in the above-mentioned specialty registered with SANC. A minimum of Four (4) years appropriate/recognisable nursing experience as a Professional nurse with South African Nursing council (SANC) and registered with SANC as a Professional nurse. One (1) year experience after obtaining the post basic qualification in Trauma & Emergency nursing.

<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing care within the set standards, professional and legal framework. Promotion of scientific, high quality nursing care that is cost effective and efficient in the area allocation. Will be a shift leader that is responsible for the planning, organizing, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times.
<u>ENQUIRIES</u>	:	Ms I.R Masilela Tel No: 011 812 8317/13
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/122</u>	:	<u>PROFESSIONAL NURSE- SPECIALTY (THEATRE) REF NO: FERH/NURSE/05 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R362 559 - R420 318 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic Nursing Diploma/Degree accredited with SANC, plus one year Post Basic Nursing qualification in the above-mentioned specialty registered with the South African Nursing Council. A minimum of Four (4) years appropriate/recognisable nursing experience as a Professional nurse with South African Nursing council (SANC) and registered with SANC as a Professional nurse. One (1) year experience after obtaining the post basic qualification in Operating theatre nursing.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing care within the set standards, professional and legal framework. Promotion of scientific, high quality nursing care that is cost effective and efficient in the area allocation. Will be a shift leader that is responsible for the planning, organizing, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times.
<u>ENQUIRIES</u>	:	Ms I.R Masilela Tel No: 011 812 8317/13
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/123</u>	:	<u>CASE MANAGER REF NO: FERH/CASEM/01</u> Directorate: Admin and Support
<u>SALARY</u>	:	R356 289 - R419 679 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Nursing with a minimum of 5yrs experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Computer literacy, good communication, organizational and planning skills, and analytical

	thinking. Knowledge of National Health Act, Medical scheme Act 131 of 1988, PFMA, RAF, UPTS and ICD10 coding.
<u>DUTIES</u>	: Monitor and manage internal patients as for externally funded patients. (I.e. ensure ALOS within norms, ensure diagnostic length of stays to obtain from Clinical HOD reasons for extended length of stay). Ensure ICD10codes are correct, relevant and specific. Verify DHIS data collection, efficient and effective communication and updating of clinical information for externally funded patients. Ensure efficient and effective interpretation of case management policies, standards, protocols, and procedures. Coordinate the workflow processes between clinical and admin personnel. Management, supervision and development of staff. Evaluation and monitoring ICD10 coding for supervision. Do authorizations and confirmations for medical aid patients. Liaise with external funders. Monitor medical aid rejections. Monitor and check FAR, SAPS and Correctional Service files. Assist with completion of charge sheet. Provide training on UPFS and charge sheet. Personal attribute: ability to cope under pressure.
<u>ENQUIRIES</u>	: Ms. E. Phiri Tel No: 011 812 8419
<u>APPLICATIONS</u>	: Applications should be submitted to Far East Rand Hospital, 1 Hospital Road, New State Area, springs, 1559, or post to Private Bag X50 springs 1560.
<u>NOTE</u>	: Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month, please accept that your application was not successful.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/124</u>	: <u>CHIEF WORKS INSPECTOR: MAINTENANCE OVERSIGHT REF NO: CWI/MO/2019/03/36</u> Directorate: Maintenance Oversight
<u>SALARY</u>	: R299 709 per annum (plus benefits)
<u>CENTRE</u>	: Johannesburg, Central-Office
<u>REQUIREMENTS</u>	: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' experience post qualification. Valid Drivers' License. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	: Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities [regular safety audits]. Conduct investigations into accidents and make recommendations. Manage the analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements. Manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Manage people and budgets.
<u>ENQUIRIES</u>	: Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	: Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	: 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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/125</u>	:	<u>ENGINEERING TECHNICIAN: ELECTRICAL AND MECHANICAL (GRADE A-C) REF NO: ETEM/MO/2019/03/35</u> Directorate: Maintenance Oversight
<u>SALARY</u>	:	R293 652 - R448 035 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Central-Office
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. [Mechanical or Electrical]. Three years' experience post qualification. Valid Drivers' Licence. Computer literate. Candidates must have strong project management background.
<u>DUTIES</u>	:	Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.
<u>ENQUIRIES</u>	:	Mr. B Seemane at 082 054 4564
<u>APPLICATIONS</u>	:	Applications to be submitted to: Physical Address: The Gauteng Department of Health, 45 Commissioner Street, Life Centre Building (Ground Floor-Reception), Postal address: Private Bag X085, Marshalltown, Johannesburg, 2107, for the attention of Recruitment & Selection section.
<u>NOTE</u>	:	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 (3) 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. The Gauteng Department of Health encourages People with disabilities to apply.

<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/126</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: FERH/HROFF/02</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R242 475 - R285 630 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Human Resource Management with 2 to 3yrs experience or Grade 12 or equivalent with a minimum of 5 years' experience in Human Resource Management. Knowledge of PERSAL system and functions. Demonstrated ability to provide leadership on HR practices and Administration. The ability to monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyse HR data. Ability in developing reports and presenting them to management. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential.
<u>DUTIES</u>	:	Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment databases. Formulate advertisements internally and externally. Render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.
<u>ENQUIRIES</u>	:	Mr. R Moshwani Tel No: (011) 812 8395
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/127</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: FERH/HROFF/01</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R242 475 - R285 630 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Human Resource Management with 2 to 3yrs experience or Grade 12/ equivalent with a minimum of 5 years' experience in Human Resource Management. Knowledge of PERSAL system and functions. Demonstrate ability to provide leadership on HR practices and administration. The applicant must have good understanding of Public Service Act, 1994, Public Service Regulations, Public Finance Management Act, Resolutions of PSCBC, PILIR, Performance

	Management AND Development processes, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, and other HR legislation and prescripts. Knowledge of Microsoft Office (MS Word, MS Excel, MS PowerPoint). Good verbal and written communication skills. Experience in developing reports and present them to management. Must be prepared to work under pressure with tight schedule.
<u>DUTIES</u>	: Management and implementation of HR best practices, ensuring compliance to appointment measures, development and implementation of the control measures regarding the Termination of Service; transfers, death cases, abscondments, retirements and resignations. Leave management; Sick leave management, Temporary and Permanent Incapacity leave, salary administration, payroll administration, injury on duty, remuneration work outside the public service (RWOPS), responsible for the compilation of monthly HR delegation report, BAS PERSAL reconciliation, manage the implementation of PMDS; contracting and quarterly reviews of subordinates, ensure proper records management of the state guarantees. Supervision, training and development of subordinates.
<u>ENQUIRIES</u>	: Mr. R Moshwani Tel No: (011) 812 8395
<u>APPLICATIONS</u>	: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/128</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES REF NO: 3/4/1/1/5 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: R242 475 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	: Ann Latsky Nursing College
<u>REQUIREMENTS</u>	: A Bachelor's degree or an appropriate recognised 3-year National Diploma in Human Resource or relevant 3-year qualification with minimum of 3 years relevant experience in H/R environment and/or Grade 12 plus 10 years relevant experience in H/R. Good Interpersonal Skills; Supervisory Skills in PILIR/LEAVE management; Customer relations; Self-discipline and Confidentiality as the attributes/values required. Excellent Communication Skills (Verbal and written) Computer Literacy Skills; MS Excel; MS Word; MS Outlook (with evidence); Problem Solving Skills; Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within H/R in the Public sector. Knowledge of PERSAL; CORE: A valid driver's license.
<u>DUTIES</u>	: Manage efficient recruitment and selection process of staff; assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, render an effective H/R advisory service to management and the entire staff, Manage and Supervise PMDS processes for the entire staff. Assist in coordination of Work Skills Plan.
<u>ENQUIRIES</u>	: For further information regarding the post, please contact: Mr. J.D. Cloete at (011) 644-8912.
<u>APPLICATIONS</u>	: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag 40, Auckland Park 2006or apply online at www.gautengonline.gov.za
<u>NOTE</u>	: Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. State all your

competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 10/129</u>	:	<u>PROFESSIONAL NURSE- HAST REF NO: FERH/NURSE/03 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R241 908 - R280 437 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse. A minimum of Three (3) years' experience after registration as a professional nurse. Certificate of any HAST attendance certificate/s is compulsory. Leadership and good managerial skills required. Wide experience in HAST will be an advantage.
<u>DUTIES</u>	:	Implementation of all HAST programmes in the hospital and their supervision for compliance. Participate in multidisciplinary HAST staff including NGO lay counsellors. Monitoring of all categories in the hospital for compliance to HAST principles. Assist in preparation in HAST in-service training for the patients and staff, attend to relevant HAST external workshop according to the need. Responsible for reporting to HAST area manager about facility compliance to HAST principles challengers and proposed resolutions.
<u>ENQUIRIES</u>	:	Ms E Mawela Tel No: 011 812 8318
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/130</u>	:	<u>PHARMACY ASSISTANT – POST BASIC REF NO: FERH/PHARM/01 (X2 POSTS)</u> Directorate: Pharmacist
<u>SALARY</u>	:	R196 218 - R221 034 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Post basic pharmacy assistant qualification or equivalent. Registration with SAPC (South African Pharmacy Council) as Pharmacist Assistant (Post basic). Computer literate. 2yrs experience will be a recommendation. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.
<u>DUTIES</u>	:	The incumbent of the post will work under direct/indirect supervision of a pharmacist. Issue medication to patients and wards as per prescription. Measuring and distribution of stock to patients and wards. Pre-packing, informing patients on the correct use of medication. Receive, read, and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and

		<p>maintenance of stock, bulk compounding of stock in accordance with good manufacturing practice and standard operating procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance.</p>
<u>ENQUIRIES</u>	:	Mr S Valluri Tel No: 011 812 8374
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/131</u>	:	<p><u>ENROLLED NURSE (STAFF NURSE GRADE 1) REF NO: FERH/NURSE/02 (X7 POSTS)</u></p> <p>Directorate: Nursing</p>
<u>SALARY</u>	:	R161 376 - R181 620 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Enrolled nursing certificate recognised by South African Nursing council (SANC) and registered with SANC as an Enrolled nurse.
<u>DUTIES</u>	:	The incumbent will work under the direct supervision of the professional nurse in the area of allocation. Will be responsible for the provision of the nursing care to patients according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope practice, all quality assurance standards as well as the set rules and standards of nursing in his/her area.
<u>ENQUIRIES</u>	:	Ms I.R Masilela Tel No: 011 812 8317/13
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/132</u>	:	<p><u>ENROLLED NURSE (EN1) – REF NO: HRM 07/2019</u></p> <p>Directorate: Nursing Services</p>
<u>SALARY</u>	:	R161 376 – R181 620 per annum (Plus Benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Certificate as an Enrolled Nurse. Registration with the South African Nursing Council. Should have passion for nursing psychiatrically ill patients. Ability to be a team player, good interpersonal and communication skills. Able to handle pressure. Knowledge of the Nursing Act, National Core Standards, Public Service Regulations, Patients' Rights Charter, Batho Pele principles and other legislative framework. Proof of current registration with the South African Nursing Council. Experience in psychiatric setting will be an

	added advantage. Relieve in other units for continuity of patient care. Must be willing to work day, night duty and flexible hours.
<u>DUTIES</u>	: Assist with activities of daily living i.e. Maintain hygiene, provide nutrition, and assist with mobility and elimination processes. Provide elementary clinical care i.e. Measure, interpret, record and report vital signs. Administration of oral medication and injections under direct supervision of a Registered Nurse. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in service training as required.
<u>ENQUIRIES</u>	: Ms. M Sono Tel No: (011) 951-8202
<u>APPLICATIONS</u>	: Sterkfontein Hospital, Private bag X2010, Krugersdorp, 1740, or hand deliver to the application box at the hospital reception entrance.
<u>NOTE</u>	: Applications must be submitted with Z83, CV, certified copies of ID and qualifications. Sterkfontein hospital is committed to pursuing diversity and Redress. Representation in terms of Race, Disability and Gender is promoted.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/133</u>	: <u>NURSING ASSISTANT GRADE1 REF NO: FERH/NURSE/01 (X10 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	: R124 788 - R140 454 per annum
<u>CENTRE</u>	: Far East Rand Hospital
<u>REQUIREMENTS</u>	: Enrolled nursing assistant certificate recognised by South African Nursing council (SANC) and registered with SANC as a nursing auxiliary.
<u>DUTIES</u>	: The incumbent will work under the direction of the professional nurse according to the needs of the ward/department/patient needs. Will be responsible for the provision of basic nursing care to patients in all areas of allocation.
<u>ENQUIRIES</u>	: Ms I.R Masilela Tel No: 011 812 8317/13
<u>APPLICATIONS</u>	: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 29 March 2019

PROVINCIAL TREASURY

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



<u>APPLICATIONS</u>	: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
<u>CLOSING DATE</u>	: 01 April 2019
<u>NOTE</u>	: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks

(criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.

OTHER POSTS

<u>POST 10/134</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION</u> Directorate: Corporate Performance Monitoring & Evaluation
<u>SALARY</u>	:	R356 289 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	3-year tertiary qualification in Public Administration (National Diploma or Bachelor's Degree), 3 – 5 years' experience relating to public administration, and either training in Monitoring & Evaluation and experience in a Treasury / finance management environment will be an added advantage. including either or evaluation, research, project management and policy development. Report writing skills. Presentation skills. Data analysis. Good interpersonal skills and team work.
<u>DUTIES</u>	:	Conducting research to identify possible areas for evaluation. Conducting evaluability assessments. Developing evaluation plans. Conducting evaluations. Managing evaluations. Compiling evaluation reports. Following up implementation of evaluation recommendations. Providing administrative assistance relating to the evaluation function including record keeping, meeting minutes and logistics. Providing technical advice and ensuring adherence to planning, monitoring and evaluation tools and procedures. Oversee timeous generation and submission of reports and quality assures submissions. Conducting monitoring functions when required.
<u>ENQUIRIES</u>	:	Ms Linda Ninzi Tel No: 011 227-9000
<u>POST 10/135</u>	:	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYST</u> Directorate: Sustainable Resources and Financial Management
<u>SALARY</u>	:	R356 289 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant 3-year qualification (NQF level 7) Degree in Public Management/Administration/Governance, Public Policy, Public Finance, Public Economics and/or related field. Three years' experience in the fiscal policy, budget management, public finance areas and/or related to job content.
<u>DUTIES</u>	:	Provide support with monitoring /implement of revenue enhancement strategy through inter alia: Provide inputs on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Participate in the medium terms revenue planning process. Provide input into the transparent and effective revenue management process, Support departments in application of effective tools and techniques to maximize the collection of revenue owed to the province. Prepare reports for revenue forums and other stakeholders. Conduct site visits on various revenue collecting institutions. Provide inputs into the development of debt management policy and other policies relating to revenue and

revenue management. Collects inputs into the guidelines on best revenue practices. Conduct and support determination of own revenue estimates, in-year revenue adjustments for the MTEF. Analyse revenue budget proposals from departments. Provide own revenue analysis on proposals and provide recommendations. Assist departments to explore on all potential revenue sources. Collect data and information on all revenue related matters. Assess and report on the review of tariffs from departments. Develop the Medium-Term Budget Policy Statement.

ENQUIRIES

: Ms. Baleseng Sedibe Tel No: 011 227 - 9000

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

ERRATUM: Kindly note that the post of Head Clinical Unit Psychiatric (**Fort Napier Hospital**) with Ref No: FNH 01/2019 advertised in Public Service Vacancy Circular 09 dated 08 March 2019, the years of experience has been amended to 3 years.

OTHER POSTS

<u>POST 10/136</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 26/2019</u> Urology
<u>SALARY</u>	:	R1 643 352 per annum (All inclusive salary packages) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Rural Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology, A minimum of 3 years' appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as a Medical Specialist in Urology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patients within the field of expertise, Managerial and financial management skills, computer skills. Problem solving and project management, Concerns of excellent, Courtesy and Interpersonal skills, Stress tolerance and Innovation and drive and Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Responsible for the management of urology unit including day to day running of Services, Administration and support services as to achieve optimal patient care within defined levels of institution responsibility, Be part of the team that ensures efficient management and equitable distribution of all resources in Region 4 drainage areas, effective utilization and training of staff, maintain of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility, Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programme, implementing and coordinating community care and outreach programmes, Ensure procedures for safe keeping of sound records, asset and information, Will also be responsible for academic and/or creative teaching and leadership, circulation and development of undergraduate and post graduate courses, managing academic and support staff developing/supervising research and/or creative projects, Strengthen clinical governance, Manage the performance of all human resource, Ensure that the environments complies with and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity, Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these, Provide measures and guidance on quality assurance to comply with set quality standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr BS Madlala Tel No: 035 901 7105
	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuza
	:	Applications must be submitted on the Application for Employment Form (Form .83), which is obtainable at any Government Department or from the website –

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

<u>CLOSING DATE</u>	:	29 March 2019 (Late applications will not be accepted)
<u>POST 10/137</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 27/2019</u> Internal Medicine
<u>SALARY</u>	:	R1 643 352 per annum (All inclusive salary packages) (this inclusive Package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Current registration with the Health Professions Council of South Africa as a Medical Specialist, A minimum of 3 years' appropriate working experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as a Medical Specialist in Internal Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
<u>DUTIES</u>	:	Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordination of Internal Medical services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

<u>ENQUIRIES APPLICATIONS</u>	:	Dr TC Nkonyane at 082 474 9246
	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuzo
	:	Applications must be submitted on the Application for Employment Form (Form .83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	29 March 2019 (Late applications will not be accepted)
<u>POST 10/138</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 28/2019</u> Radiology
<u>SALARY</u>	:	R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, A minimum of 3 years' appropriate working experience as a Medical Specialist in Radiology after registration with the HPCSA as a Medical Specialist in Radiology, Proof of working experience endorsed by Human Resource Department or relevant employer.
<u>DUTIES</u>	:	Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital, Provide outreach to surrounding District Hospital that refers patients to Ngwelezana Hospital, Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4, Assist with the setting of protocols for management of patients, equipment and other relevant procedures Ensure equipment is maintained and functional at all times. Attend to Administrative matters as pertains to the unit. Manage/supervise allocated human resources, Attend to meeting and workshops as directed. Comply with all legal Prescripts Act, legislative, Policies, Circular, Procedure, guidelines and code of conduct for the public service Adhere to correct channels of communication as per hospital organogram. Maintain clinical, and ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr NA Shabalala at 082 498 9635
	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or

**FOR ATTENTION
NOTE**

hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

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

CLOSING DATE

: 29 March 2019 (Late applications will not be accepted)

POST 10/139

: **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 26/2019**
Ophthalmology

SALARY

: R1 643 352 per annum (All inclusive salary packages) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Rural Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology, Current registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology, A minimum of 3 years' appropriate experience as a Medical Specialist in Ophthalmology after registration with the HPCSA as a Medical Specialist in Ophthalmology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patients within the field of expertise, Managerial and financial management skills, computer skills. Problem solving and project management, Concerns of excellent, Courtesy and Interpersonal skills, Stress tolerance and Innovation and drive and Awareness of cross-cultural differences.

DUTIES

: Responsible for the management of Ophthalmology unit including day to day running of the units, Administration and support services as to achieve patient care within defined levels of institution responsibility, Be part of the team that ensures efficient management and equitable distribution of all resources in Region 4 drainage areas, effective utilization and training of staff, maintain of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility, Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programme, implementing and coordinating community care and outreach programmes, Ensure procedures for safe keeping of sound records, asset and information, Will also be responsible for academic and/or creative teaching and leadership, circulation and development of undergraduate and post graduate courses, managing academic and support staff developing/supervising research and/or creative projects, Strengthen clinical governance, Manage the performance of all human resource, Ensure that the

**ENQUIRIES
APPLICATIONS**

environments complies with and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity, Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these, Provide measures and guidance on quality assurance to comply with set quality standards.

: Dr BS Madlala Tel No: 035 901 7105

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

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzo

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

CLOSING DATE

: 29 March 2019 (Late applications will not be accepted)

POST 10/140

: **MEDICAL SPECIALIST GRADE 1/2/3: EMERGENCY MEDICINE REF NO: MED 09/2019 (X1 POST)**

SALARY

: Grade 1: R1 051 368 – R1 115 874 package

Grade 2: R1 202 112 - R1 275 885 package

Grade 3: R1 395 105 – R1 744 191 package

PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Edendale Hospital

: Grade 12 Certificate, Appropriate qualification in Health Science, Registration with HPCSA as a Medical Specialist, Current registration card with HPCSA (2018-2019). N.B: Candidates who have successfully attained the FCEM (SA) in 2019, and awaiting specialist registration with the HPCSA will be considered for this post Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Sound clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written communication skills and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team. This post would be suitable for candidates who have recently passed their subspecialist examinations and completed the subspecialist training time. In the event that a candidate who is eligible for subspecialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be as a specialist at their current salary level. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years

		after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.
<u>DUTIES</u>	:	Assist the Head of Clinical Unit (HCU) to ensure an optimal Emergency Medicine service. Assist the HCU in the development of management protocols / policies for the department. Provide Emergency clinical care and oversight as expected of a specialist in EM. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, nurses, junior doctors and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach and assess medical students. Performance of overtime duties (including a shift work roster) is a requirement.
<u>ENQUIRIES</u>	:	Dr. N. Dufourq Tel No: (033) 395 4752, Email: Nicholas.Dufourq@kznhealth.gov.za
<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216
<u>FOR ATTENTION NOTE</u>	:	Mr. L. Makhaye
	:	Employment Equity Target: Preference will be given to the following candidates as per Employment Equity target: Any person with disability irrespective of race and gender, African Male, Indian Male Coloured Male and Africa Female.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 10/141</u>	:	<u>MEDICAL SPECIALIST REF NO: ST 18/2019 (X1 POST)</u> Component: Surgery
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% Inhospitable allowance Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<u>CENTRE REQUIREMENTS</u>	:	Stanger Hospital
	:	Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Surgery. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Surgery. Grade 3: A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Surgery. Knowledge, Skills and Competencies: Sound Knowledge and clinical skills in the management of Surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.
<u>DUTIES</u>	:	Assist the Head of Unit with the following: Sound knowledge and clinical skills in the management of Surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas – clinical and customer care (patient perspective). To develop a monitoring and evaluation system with performance indicators, outputs, outcomes and targets in agreement

with institutional management. Perform outreach service as designated by the Head of Unit. Develop, maintain and audit the correct the correct implementation of clinical protocols, guidelines, ensuring efficient effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote teamwork and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for the Ilembe District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team members. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of services provided. Align clinical service delivery plans and priorities with the hospital plans and priorities. Maintain satisfactory clinical, professional and ethical standards related to the unit. Liaison with heads of other disciplines, management of clinical staff. To provide effective and efficient specialist consultant care service at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Maintain satisfactory clinical professional and ethical standards related to surgery. Training of medical and nursing staff. Conduct outpatient clinics and provide expert opinion. Provide a support service for hospitals and clinics in Ilembe District. Liaison with other heads of disciplines. Provide specialist services for inpatient, outpatient and after hours services. To perform compulsory commuted overtime in line with hospital needs.

<u>ENQUIRIES</u>	:	Dr ZR Khan (Head Clinical Unit) Tel No: 032- 437 6157
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 18//2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/142</u>	:	<u>MEDICAL SPECIALISTS - NEPHROLOGY REF NO: ST 21/2019 (X1 POST)</u> Component: Internal Medicine (4 Year Post)
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum (all inclusive salary packages) (excluding commuted overtime) Grade 2: R1 202 112 per annum (all-inclusive salary package) (excluding commuted overtime) Grade 3: R1 395 105 per annum (all inclusive salary package) (excluding commuted overtime)
<u>CENTRE</u>	:	Durban Functional Region and Ilembe District
<u>REQUIREMENTS</u>	:	MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. 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. **Grade 1:** requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician 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. **Grade 2:** requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. **Grade 3:** requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Stanger and IALCH. Knowledge, Skills, Training and Competency Required: Drivers License and own transport. An ability to teach and supervise registrars, medical officers, interns, medical students, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application to nephrology. Rotating post (1) between Inkosi Albert Luthuli Hospital and Stanger Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department .To be actively involved at IALCH and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH. Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH and Stanger Hospital. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology and Internal Medicine at Stanger Hospital. Manage a medical firm during 6 monthly rotations in Stanger Hospital. Supervision of medical registrars, medical officers, interns and medical students in Stanger Hospital. Participate in the academic programme, research and management of internal medicine at Stanger Hospital. Function as a general physician with an interest in nephrology at Stanger Hospital. Perform clinical outreach duties within ILembe district while at Stanger Hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Stanger Hospital. The successful candidate is required to participate in Compulsory after-hours overtime work during both rotations.

DUTIES

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

- : Dr BD Ramjiwan Tel No: (032)4376263/ (032)4376000 or Prof A Assounga Tel No: 031-2401324/0312401325
- : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
- : Mr. S. Govender
- : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.zaOriginally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 21/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all

	occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Emailed or faxed applications are not allowed.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/143</u>	: <u>MEDICAL SPECIALIST REF NO: ST 19/2019 (X1 POST)</u> Component: Psychiatry
<u>SALARY</u>	: Grade 1: R1 051 368 per annum (all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance) Grade 2: R1 202 112 per annum (all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance) Grade 3: R1 395 105 per annum (all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance)
<u>CENTRE REQUIREMENTS</u>	: Stanger Hospital : Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Psychiatry. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Psychiatry. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Psychiatry. Recommendation: Research and Management experience is desirable. Knowledge, Skills and Experience Required: Outstanding clinical skills in field of Psychiatry (all round) preferable obtained in Public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for the Psychiatry department. Quality Management (Improvement, assurance, audits etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching. Facilitation, teaching and training skills. General Management Skills: Human resources, legislation and guidelines.
<u>DUTIES</u>	: Control and Management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Conduct, assist and stimulate research. Promote community and forensic mental health practice. Conduct outpatient clinics and provide expert opinion when required. Attend administrative matters that pertain to Psychiatry unit. Training of junior medical staff and CME for nursing staff. Develop hospital and community based mental health services. To do outreach visits to health facilities in Ilembe District. Interrogate mental health services with other disciplines. Improve adherence to mental health act and legislation. To ensure correct implementation of MHCA. To perform compulsory commuted overtime in line with hospital needs. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES</u>	: Dr N Mudaly (Head Clinical Unit) Tel No: 032- 437 6103
<u>APPLICATIONS</u>	: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<u>FOR ATTENTION</u>	: Mr. S. Govender
<u>NOTE</u>	: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 19//2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment

verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 29 March 2019

POST 10/144

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: MED 10/2019 (X2 POSTS)**
Paediatrics Department (PMB Metropolitan Hospitals Complex)

SALARY

: Grade 1: R1 051 368 – R1 115 874 package
Grade 2: R1 202 112 - R1 275 885 package
Grade 3: R1 395 105 – R1 744 191 Package
PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Edendale Hospital
Grade 12 Certificate, MBCHB OR equivalent qualification, PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics, Current practice with the HPCSA as a Medical Specialist (2018-2019). N.B. Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical specialist in Paediatrics (independent practice). Specialist or Sub-specialist medical knowledge, skills & competence in Paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence. This post would be suitable for candidates who have recently passed their subspecialist examinations and completed the subspecialist training time. In the event that a candidate who is eligible for subspecialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be as a specialist at their current salary level. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Recommendations: Three (3) years' or more experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage.

DUTIES

: (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient Paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey's and/or Edendale Hospital) as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the Paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post

	graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.
<u>ENQUIRIES</u>	: Dr. Y. Naidoo Tel No: (033) 395 4176
<u>APPLICATIONS</u>	: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216
<u>FOR ATTENTION</u>	: Mr. L. Makhaye
<u>NOTE</u>	: Employment Equity Target: Preference will be given to the following candidates as per Employment Equity target: Any person with disability irrespective of race and gender, African Male, Indian Male Coloured Male and Africa Female.
<u>CLOSING DATE</u>	: 05 April 2019
<u>POST 10/145</u>	: <u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: EGUM 09/2019 (X2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R780 612 - R840 942 per annum (All- inclusive packages) Grade 2: R892 551 - R975 945 per annum (All- inclusive packages) Grade 3: R1 035 831 - R1 295 025 per annum (All- inclusive packages) Plus Rural allowance (18%), Commuted overtime (subject to prior approval)
<u>CENTRE</u>	: E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	: Matric or senior certificate. A tertiary medical qualification: MBChB or equivalent. Proof of Current registration with the Health Professional Council of South Africa as an independent Medical Practitioner. In addition: Grade 1: One (1) year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years post registration experience as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years post registration experience as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. NB: Proof of experience endorsed and stamped by Human Resource (Service Certificate). Knowledge, Skills, Training and Competence Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Outpatients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities. Management and organizational skills.
<u>DUTIES</u>	: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynaecological and obstetrics, PHC coverage. Provide after hour's medical service as per on call roster, including obstetric services. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessments, Infection Control, Ideal Clinic Realisation and etc. Participate in Perinatal, Pippchip, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.
<u>ENQUIRIES</u>	: Dr N Dambuza Tel No: 039- 797 8100
<u>APPLICATIONS</u>	: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered applications may be submitted at the Security Office (Application box available).
<u>FOR ATTENTION</u>	: Human Resource Department
<u>NOTE</u>	: The following documents must be submitted: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any

Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 09/2019. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. NB: Failure to comply with the above instructions will disqualify applicants. Please note that the target group in terms of the Employment Equity Target for this post is an African Male. People with disabilities should feel free to apply. NB: due to financial constraints, no S&T will be paid to candidates when attending the interviews.

<u>CLOSING DATE</u>	:	29 March 2019 @ 16H00 afternoon
<u>POST 10/146</u>	:	<u>OPERATIONAL MANAGER-SPECIALTY (PHC) REF NO: MBO 01/2019 (X1 POST)</u>
<u>SALARY</u>	:	R532 446 – R599 274 per annum
<u>CENTRE</u>	:	Mbongolwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). Degree/ diploma in General Nursing and Midwifery. A post basic qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current registration with SANC (2019 receipt). A minimum of 9 years appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant PHC specialty. Proof of previous and current work experience endorsed and stamped by Human Resource department. Certificate of service endorsed by HR. Knowledge, Skills, Training and Competencies required: Knowledge SANC rules and regulations. Knowledge of Legislative Framework and Departmental prescripts. Leadership, organizational, decision-making, problem solving and interpersonal skills. Basic financial management skills, supervisory and communication. Basic of Human Resource Management.
<u>DUTIES</u>	:	Assist in planning, organizing and monitoring of objective of the faculty. Manage all resources within the Unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery. Participate actively in Operation Sukuma Sakhe programme. Work as a part of 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 SOP. 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. Supervise and monitor implementation of PHC Re-Engineering / Community based model. 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

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic open days. Monitor and evaluate HR performance through EPMDS for all relevant staff.

- : Mr. VH Zikhali Tel No: 035 476 6242
- : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- : 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. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, 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

: 05 April 2019

POST 10/147

: **ASSISTANT MANAGER NURSING REF NO: SMH 01/2019)**
 Directorate: Clinical

SALARY

: R532 449 per annum (plus 13th cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements), & 12% rural allowance

CENTRE
REQUIREMENTS

: Umzimkulu –St Margarets Hospital

: Matric/Standard 10/Grade 12 or equivalent qualification. National Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse (Current South African Nursing Council receipt-license to practice 2019). A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by HR. Recommendation: Planning, Monitoring and Evaluation experience in a Health care environment will be an added advantage. A valid drivers license. Software Applications: MS Office. Knowledge, skills, training and Competence required: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understand HR policies and practices and staff relations. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.

DUTIES

: Administer an evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the

	prescribed Performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the institution. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
<u>ENQUIRIES</u>	: Dr BP Sosibo Tel No: 039 2599 222
<u>APPLICATIONS</u>	: The Human Resource Manager, St Margaret's TB MDR Hospital, Private Bag X517, Umzimkulu, 3297. Hand delivered applications may be submitted at the Security Office (application box), Clydesdale Location, Umzimkulu 3297
<u>FOR ATTENTION</u>	: Mr TL Nzimande
<u>NOTE</u>	: Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license (certified copies of certificates should not be older than six months). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicants responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where candidates use incorrect/no reference number(s) on their applications. African male applicants and people with disabilities are encouraged to apply. This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of occupational categories in the Department. Due to financial constraints Subsistence & Travelling claims will not be paid to those who will be attending interviews at St Margarets Hospital.
<u>CLOSING DATE</u>	: 29 March 2019 (16:00)
<u>POST 10/148</u>	: <u>OPERATIONAL MANAGER POST SOBANTU CLINIC REF NO: EB1/2019 (X1 POST)</u>
<u>SALARY</u>	: R532 449 – R599 274 per annum. Additional Benefits: 13 th cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
<u>CENTRE</u>	: East Boom Community Health Centre
<u>REQUIREMENTS</u>	: Matric (senior certificate). Diploma/Degree in General nursing and midwifery. 1 Year Diploma in PHC, Minimum of 9 years nursing experience after registration as professional nurse with SANC in General nursing and midwifery At least 5 years must be recognizable work experience in PHC setting after obtaining one year post basic qualification in Primary Health Care. Current registration with SANC (2019) as a General Nurse and Primary Health Care Nurse. Computer literacy with a proficiency in MS Office software applications. Driver's license EB – unendorsed. Proof of previous and current work experience (Service record) endorsed and stamped by HR. Knowledge, Skills, Trainings and Competencies required for the post: Financial Management. Leadership, organizational, decision making and problem solving ability and leadership skill. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct act. Good interpersonal skills. Human resources management and Labour relations.
<u>DUTIES</u>	: Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation Facilitate Implementation of Quality Improvement Programmes to comply with NHI. Ensure adequate and control and allocation of Human and material resources including vehicles. Supervise and monitor staff performance according to EPMDS. Facilitate and ensure proper clinical governance. Provides control measures to ensure that the clinic functions

within the allocated budget. Facilitate provision of clinical services, educational services and be involved in medical research. To assist in Departmental projects Evaluate and monitor compliance with clinical protocols, norms and standards within the clinic. Analyse and interpret statistics including PHC and Programme indicators. Work outside normal working hours and weekends according to service delivery needs.

ENQUIRIES : Mrs. NC Mkhabela Tel No: (033) 264 4900
APPLICATIONS : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201
FOR ATTENTION : Mr. S Ngcobo
NOTE : Employment Equity Target for this post is: African Male
CLOSING DATE : 29 March 2019

POST 10/149 : **CLINICAL NURSE PRACTITIONER- SCHOOL HEALTH REF NO: MBO 02/2019 (X1 POST)**

SALARY : R362 559 per annum
CENTRE : Mbongolwane District Hospital
REQUIREMENTS : Grade 12 (Senior certificate) standard 10. Degree/ Diploma in General Nursing and Midwifery plus (1) year post basic qualification in Clinic Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as a General Nurse and Primary Health Care plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Proof of previous and current work experience (certificate/s of service) endorsed and signed by Supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and Supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES : To provide preventive and promotive services that address the health needs of school going children. To facilitate referral to health and other services where required. To support, involve and ensure sustainable co-ordination for the school, community and multi-sectoral team in creating health promoting schools. To monitor and evaluate the school health service rendered, that is, collecting and validating school health data and reporting accordingly. To provide educational services to primary and high school learners as well as the staff members under the Clinical Nurse Practitioner screening. Conduct vision, speech and basic hearing screening. Perform basic mental health and or psychosocial risk assessment. Conduct parasite control e.g. deworming and bilharzia. Treatment of minor ailments especially treatment of skin conditions. Do environmental assessment, including provision of first aid kits, adequate water and sanitation, physical safety issues and related of food to food safety and suitability.

ENQUIRIES : Mr. VH Zikhali Tel No: 035 4766242
APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

FOR ATTENTION : Human Resource Practices
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance,

credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, 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>	:	05 April 2019
<u>POST 10/150</u>	:	<u>PROFESSIONAL NURSE GRADE 1/2 SPECIALTY OBSTETRIC & GYNAECOLOGY DEPARTMENT REF NO: NURS 11/2019 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum PLUS 8% Inhospital Area Allowance, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Edendale Hospital Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College), Registration certificate with SANC as a General Nurse and Midwife Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science registered with SANC, Current SANC registration (2019 Receipt), Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science, Grade 2: A minimum of fourteen (14) years appropriate / recognisable 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 / recognisable experience in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science, Certificate of Service endorsed by HR Department must be attached Knowledge and insight into nursing processes and procedures, Nursing statutes and other relevant Public Service Acts legislations, Decision making & problem solving skills, Interpersonal skills in dealing with conflict management, Knowledge and implementation of Batho Pele principles, Good communication skills, Supervisory and analytical thinking skills , Knowledge of MCWH programmes.
<u>DUTIES</u>	:	Implement maternal, neonate and child health care programmes. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans, Implement standards, practices and indication for Maternal and Child Health Care, Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives. Improve Data Management system and ensure timeous submission to Facility Information Officer, Manage effective utilization of resources in the unit, Implement strategies for infection prevention and control measures, Participate in PMDS for staff members, Ability to negotiate with other stakeholders, engage in problem solving and conflict management, Deal with grievances and labour relations issues in terms of the laid policies/procedures, Strengthen the resuscitation services in the unit, Implement National Core Standards policies and guidelines, Ensure implementation of CARMMA elements , Support MOM connect project, Support and mentor student Nurses.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S.R. Masemola Tel No: 033 395 4427 All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office.
<u>NOTE</u>	:	Employment Equity Target Preference will be given to the following candidates as per Employment Equity target: Any person with disability (regardless of race and gender), African Male, Indian Male, White Male, White Female, Indian Female, Coloured Male and Coloured Female.
<u>CLOSING DATE</u>	:	29 March 2019

<u>POST 10/151</u>	:	<u>PROFESSIONAL NURSE GRADE 1/2 SPECIALTY CRITICAL CARE/ TRAUMA DEPARTMENT REF NO: NURS 12/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum PLUS 8% Inhospitable Area Allowance, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Edendale Hospital Senior Certificate, Diploma/Degree in General Nursing and Midwifery (obtainable from University/College), Registration with the SANC as a Professional Nurse and Midwife, A post basic qualification in Critical Care/Trauma registered with SANC, Current SANC Receipt- 2019, Grade 1: A minimum of four (4) years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing With a Post Basic in Critical Care/Trauma Nursing Science, Grade 2: A minimum of fourteen (14) years appropriate / recognisable 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 / recognisable experience in Critical Care/Trauma Nursing Science after obtaining the one year Post Basic Qualification in Critical Care/Trauma Nursing Science, Certificate of service endorsed by H.R. must be attached, Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.
<u>DUTIES</u>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Ensure the unit complies with Infection Prevention and Control, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Exercise control over discipline, grievance and all labour relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk conditions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S.R. Masemola Tel No: 033 395 4427 All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office.
<u>NOTE</u>	:	Employment Equity Target: Preference will be given to the following candidates as per Employment Equity target: Any person with disability (regardless of race and gender), African Male, Indian Male, White Male, White Female, Indian Female, Coloured Male and Coloured Female.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/152</u>	:	<u>PHYSIOTHERAPIST (GRADE 1-3) REF NO: MAD 12/2019</u>
<u>SALARY</u>	:	Grade 1: R300 828 – R342 357 per annum Grade 2: R352 707 – R403 302 per annum Grade 3: R415 482 – R504 219 per annum 12% Inhospitable Area Allowance, Plus 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
: Appropriate qualification that allows registration with HPCSA as a physiotherapist. Current registration with the HPCSA as a qualified physiotherapist. Proof of Current registration with HPCSA (2019 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Experience: **Grade 1:** No experience after registration with HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in the Relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in the Relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.. Knowledge, Skills, Training and Competencies required: Knowledge of physiotherapy diagnostic assessment, therapeutic procedures and equipment. Good clinical reasoning skills. Practical knowledge of ethical code of Conduct and Batho Pele, Disability Rights Charter and various clinical physiotherapy policies based on evidence based practice. Good written and verbal communication skills. Good interpersonal skills, cultural competency and excellent ability to work in a multi-disciplinary team-knowledge of scope of practice and referral criteria for other disciplines essential. Good computer literacy skills. Ability to plan, organize and manage resources (both human and material). Creativity and Initiative, ability to think literally and work independently. Insight into Community Based Rehabilitation.

DUTIES

: Diagnosis and treatment of in and outpatients. To attend regular ward rounds and clinics. Maintain up to date clinical records and daily statistics. Participate in the EPMDS for junior staff. To provide guidance and supervision to junior staff, physiotherapy assistants, students and other colleagues when necessary. Participate in peer review/ Clinical audits. Participate in planning of the HR and equipment requirements in department. Participate in quality improvement projects. Function within a multi-disciplinary team and link to outside service providers, NGO's and organizations for persons with disabilities to provide comprehensive holistic care. Assist in ensuring the delivery of a quality based on Batho Pele Principle and Human Rights Ethics with due consideration for persons with disabilities. Demonstrate a sound understanding of Physiotherapy techniques and practices.

**ENQUIRIES
APPLICATIONS**

: Mrs WS Mtshali Tel No: 034 328 8260
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: 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. Equity Target: African Male. 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

:

29 March 2019

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

APPLICATIONS

: Applications for posts where the center is indicated as **Provincial Office [Polokwane]** should be addressed to: The Head of the Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at No.18 College Street, New Building [Office No.060] Fidel Castro Building, Applications for posts at the hospitals should be addressed to the Chief Executive Officers of the hospitals as per address list below:

Botlokwa Hospital Private Bag X 544 Dwarsriver 0812, Tel No: 015 527 8000
CN Phatudi Hospital Private Bag X 4056 Tzaneen 0850, Tel No: 015 355 8000
Dilokong Hospital Private Bag X 9119 Driekop 1129, Tel No: 013 214 7007
Donald Fraser Hospital Private Bag X 1172 Vhufuli 0971, Tel No: 015 963 1778
Elim Hospital Private Bag X 312 Elim 0960, Tel No: 015 556 3201
Ellisras Hospital Private Bag X 218 Lephalale 0555, Tel No: 014 763 2227
Evuxakeni Hospital Private Bag X 9661 Giyani 0826, Tel No: 015 812 1138
F.H. Odendaal Hospital Private Bag X1007 Modimolle 0510, Tel No: 014 717 5257
George Masebe Hospital Private Bag X 2201 Suswe 0612, Tel No: 015 423 6000
Groblerdsdal Hospital Private Bag X 8604 Groblersdal 0470, Tel No: 013 262 3024/5
Hayani Hospital Private Bag X 2272 Sibasa 0970, Tel No: 015 963 1120
Henele Franz Hospital Private Bag X 5002 Senwabarwana 0790, Tel No: 015 505 0750
Jane Furse Hospital Private Bag X 429 Jane Furse 1085, Tel No: 013 265 9400
Kgapane Hospital Private Bag X 742 Ga-Kgapane 0838, Tel No: 015 328 3510
Lebowakgomo Hospital Tel No: 015 632 6900 Private Bag X14 Chuenespoort 0745
Letaba Hospital Private Bag X1430 Letaba 0870, Tel No: 015 303 8200
Louis Trichardt Hospital Private Bag X 2417 Louis Trichardt 0920, Tel No: 015 516 0148
Malamulele Hospital Private Bag X 9245 Malamulele 0982, Tel No: 015 851 0026
Mankweng Hospital Private Bag X1117 Sovenga 0727, Tel No: 015 286 1000
Maphutha L Malatjie Hospital Private Bag X11020 Namakgale 1391, Tel No: 015 769 1520
Matlala Hospital Private Bag X 9624 Marble Hall 0453, Tel No: 013 264 9602
Mecklenburg Hospital Private Bag X 1012 Burgersfort 1150, Tel No: 015 615 0208
Messina Hospital P.O. Box 60 Messina 0900, Tel No: 015 534 0446
Mokopane Hospital Tel No: 015 483 4000 Private Bag X 2466 Mokopane 0600
Nkhensani Hospital Private Bag X 9581 Giyani 0826, Tel No: 015 811 7300
Philadelphia Hospital P.O. Box 1 Denilton 1030, Tel No: 013 983 0112
Polokwane Hospital Private Bag X 9316 Polokwane 0700, Tel No: 015 287 5000
Sekororo Hospital Private Bag X 404 Trichardtsdal 0890, Tel No: 015 383 9400
Seshego Hospital Private Bag X 4014 Seshego 0742, Tel No: 015 223 5141
Siloam Hospital Private Bag X 2432 Louis Trichardt 0920, Tel No: 015 973 0004
St. Rita's Hospital Private Bag X 1303 Glen Cowie 1061, Tel No: 013 298 1000
Thabamoopo Hospital Private Bag X 37 Chuenespoort 0745, Tel No: 015 632 9000
Thabazimbi Hospital PO Box 79 Thabazimbi 0380, Tel No: 014 777 1599
Tshilidzini Hospital Private Bag X 924 Shayandima 0945, Tel No: 015 964 1061
Van Velden Hospital Private Bag X 4014 Tzaneen 0850, Tel No: 015 307 8800
Voortrekker Hospital Private Bag x 2495 Mokopane 0600, Tel No: 015 409 1700
Warmbaths Hospital Private Bag x1618 Bela-Bela 0480, Tel No: 014 736 2121
WF Knobel Hospital Private Bag x 544 Lonsdale 0710, Tel No: 015 221 1500
Witpoort Hospital Private Bag x01 Lephalale 0555, Tel No: 014 769 0025
Zebediela Hospital Private Bag x342 Gompies 0631, Tel No: 015 662 0787

CLOSING DATE
NOTE

: 29 March 2019
 : Applications are hereby invited from suitable qualified candidates for a vacant post. Applications should be submitted on the Z83 form obtainable from any government

institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. NB: Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. NB: The Department of Health is an equal opportunity and Affirmative Action

OTHER POSTS

POST 10/153 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: LDH/18/03/19 (X1 POST)**

SALARY : R853 551 per annum [All inclusive remuneration package]
CENTRE : Letaba Hospital
REQUIREMENTS : Qualifications and Competencies: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Current registration with the SAPC as a Pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Valid Driver's license [Attach copy]. Knowledge and Skills: Team player with outstanding communication skills (verbal and written). Aptitude in problem-solving and decision-making. Strong professional ethics. Critical thinking skills, decisive judgement and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action. Ability to work in an interdisciplinary and interprofessional team. Knowledge of budgeting and PFMA and other relevant legislations, policies and procedures in the Health sector is an advantage. Proficient in Microsoft Office (MS Word, Excel, Power Point and Outlook) and relevant technological literacy.

DUTIES : Registration with South African Pharmacy Council as the responsible pharmacist. Procurement, storage and dispensing of pharmaceuticals. Directly manage the activities of the Pharmacy employees. Reviews daily, monthly and other periodic management reports to monitor service levels. Plan, develop, and implement all policies and processes related to technical pharmacy operations. Maintain records of all transactions of the pharmacy necessary to ensure accurate control over and accountability for all drugs as required by applicable Pharmacy Council laws, rules, and regulations; ensures legal operation of the pharmacy, including meeting all inspection and other requirements of South African Pharmacy Council laws, rules, and regulations governing pharmacy operations. Perform quarterly audit and balance inventory and scheduled 5 & 6 drug registers in the Unit, record, investigate and report any discrepancies. Ensure that all assets within the control of the Pharmacy are efficiently managed. Serve and represent the section in governance structures of the hospital. Provide secretariat functions to the Drugs and Therapeutics committee meeting. Safe disposal of expired pharmaceuticals in accordance with prescribed policies.

ENQUIRIES : Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 10/154 : **DEPUTY DIRECTOR: FINANCIAL SYSTEMS REF NO: LDH/19/03/19 (X1 POST)**

SALARY : R697 011 per annum (Level 11) [All inclusive remuneration package]
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: Bachelor's Degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6. Three years' management experience in systems administration environment. A valid driver's license [attach copy]. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Computer literacy [MS Word, PowerPoint, Excel, Outlook]. Interpersonal and good communication skills. Extensive knowledge of (BAS, PERSAL and LOGIS).

DUTIES : Manage user registration and access for all systems. Security control of financial systems. Password usage and management. Monitor system performance to enhance service delivery. Manage user activities in the financial systems. Manage

		User training. Coordinate and attend user group meetings. Generate year end runs.
<u>ENQUIRIES</u>	:	Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/155</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS [LOGIS] REF NO: LDH/20/03/19 (X1 POST)</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office [Polokwane]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Bachelor's Degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6. Three years' supervisory experience in systems administration environment. A valid driver's license [attach copy]. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Computer literacy [Ms Word, PowerPoint, Excel, Outlook]. Interpersonal and good communication skills. Extensive knowledge of (BAS, LOGIS and G-COMMERCE)
<u>DUTIES</u>	:	Administer user registration and access for LOGIS systems. Review of user access rights. Ensure security control of financial systems. Allocation of functions in line with job descriptions. Maintain data used in the administration of LOGIS. Monitor Password usage and management. Monitor system performance to enhance service delivery. Manage user activities in the LOGIS. Coordinate User training for LOGIS. Ensure that all exceptions are verified and cleared.
<u>ENQUIRIES</u>	:	Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/156</u>	:	<u>STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: LDH/21/03/19 (X1 POST)</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office [Polokwane]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Bachelor's degree in Commerce or three year National diploma in Financial Management or equivalent qualification at NQF level 6. A minimum of three (3) years' experience in salary administration environment. A valid driver's license (Attach copy). Knowledge and Skills: Knowledge of PFMA, Treasury Regulations and other related legislations. Computer literacy (Ms Word, Power Point, Excel and Outlook). Good Communication Skills. Good Interpersonal Relations. Knowledge of Financial Systems (BAS and PERSAL).
<u>DUTIES</u>	:	Process Persal and BAS payments. Administer payroll. Linkage of Persal and BAS codes. Capturing of approved structure and amendments on Persal. Abolish, create and activate posts on Persal system. Maintain and keep salary related records. Handle all salary related enquiries
<u>ENQUIRIES</u>	:	Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/157</u>	:	<u>CHIEF ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: LDH/22/03/19</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office [Polokwane]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Grade 12 certificate or equivalent qualification at NQF level 4. A Bachelor's degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6 or Persal controllers Training will be an added advantage. A minimum of five (5) years' experience in working with PERSAL system. A valid driver's license (attach copy). Knowledge and Skills: Knowledge of PFMA, Treasury Regulations and other related legislations. Computer literacy (Ms Word, Power Point, Excel and Outlook). Good Communication Skills. Extensive knowledge of PERSAL system.
<u>DUTIES</u>	:	Administer user registration and access to PERSAL system. Re-setting of revoked salary users and the management thereof. Ensure security control of all Persal system. Allocate salary Persal functions and linkage of revisers and authorizers. Monitor password usage and user activities on PERSAL. Coordinate PERSAL

		Training. Extract PERSAL reports for management and audit purposes. Attend to all Provincial User forum meetings.
<u>ENQUIRIES</u>	:	Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/158</u>	:	<u>REGISTRY CLERK REF NO: LDH/23/03/19 (X45 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Head Office [X3 Posts] Pietersburg Hospital [X5 Posts] Mankweng Hospital [X3 Posts] Dilokong Hospital [X2 Posts] Messina Hospital [X3 Posts] Mokopane Hospital [X2 Posts] Maphutha L Malatji Hospital [X2 Posts] Seshego Hospital [X3 Posts] Lebowakgomo Hospital [X1 Post] Warmbaths Hospital [X2 Posts] Ellisras Hospital [X2 Posts] Tshilidzini Hospital [X3 Posts] Elim Hospital [X2 Posts] Donald Fraser Hospital [X2 Posts] Jane Furse Hospital [X2 Posts] ST Rita's Hospital [X2 Posts] Letaba Hospital [X2 Posts] Nkhensani Hospital [X1 Post] Philadelphia Hospital [X1 Post] W.F Knobel Hospital [X2 Posts]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. Two [2] years relevant experience in Medical Records/Records Management. Knowledge and Skills: Good report writing skills. Computer literacy in MS Word, MS Power Point and MS Excel. Good communication and Interpersonal relation skills. Be able to work independently under extreme pressure and meet deadlines. Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage.
<u>DUTIES</u>	:	Register patients on the PHIS system. Classification of patients on the PHIS system. Filing and retrieval of patient files. Managing movement of patient files. Assist with any other records related activities. Identify, list and dispose records.
<u>ENQUIRIES</u>	:	Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/159</u>	:	<u>REVENUE CLERK REF NO: LDH/24/03/19 (X30 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Office [X1 Post] Pietersburg Hospital [X2 Posts] Mankweng Hospital [X2 Posts] Tshilidzini Hospital [X2 Posts] Letaba Hospital [X1 Post] Mokopane Hospital [X2 Posts] Philadelphia Hospital [X1 Post] St Rita's Hospital [X1 Post] Messina Hospital [X1 Post] Dilokong Hospital [X2 Posts] Lebowakgomo Hospital [X1 Post] Mecklenburg Hospital [X1 Post] Matlala.Hospital [X2 Posts] Jane Furse Hospital [X2 Posts] Groblersdal Hospital [X1 Post] Dr CN Phatudi Hospital [X1 Post] Sekororo Hospital [X1 Post] Kgapanne Hospital [X2 Posts]

	Maphutha L Malatji Hospital [X1 Post] Nkhensani Hospital [X2 Posts] Van Velden Hospital [X1 Post]
<u>REQUIREMENTS</u>	: Qualifications and Competencies: Grade 12 certificate with Accounting/Financial Management as fully passed subjects or equivalent qualification at NQF level 4. A minimum of two [2] years relevant experience. An appropriate Bachelor's Degree/Diploma or equivalent qualification at NQF 6 or 7 in Financial Management/Accounting/Cost Management Accounting will be an added advantage. Knowledge and Skills: An understanding of Public sector Financial Administration and the prescripts/provisions of PFMA and Treasury Regulations. Computer literacy in Ms Word and Excel. Good communication /good interpersonal relations skills. Understanding of Public sector revenue collection processes in health environment will serve as added advantage.
<u>DUTIES</u>	: Capture revenue transactions in financial and hospital systems. Billing of services rendered. Banking of revenue collected. Perform daily revenue reconciliation. Perform cashier duties. Reconciliation of revenue and debtors accounts. Follow up and trace all accounts outstanding according to policies and procedures. Maintain updated relevant registers and books.
<u>ENQUIRIES</u>	: Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
<u>POST 10/160</u>	: <u>ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LDH/25/03/19 (X5 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 563 per annum (Level 05) : Provincial Office [Polokwane] : Qualifications and Competencies: Grade 12 Certificate or equivalent qualification at NQF Level 4. One [1] year experience in Supply Chain Management environment (Acquisition Management), Demand Management, Logistics Management, Contract Management, Asset Management), Office Management and Administration. Knowledge And Skills: Good communication and writing skills. In depth knowledge of LOGIS, mainframe/on-line and BAS or any procurement integrated system. Knowledge of PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.
<u>DUTIES</u>	: Render Supply Chain Management Clerical Support services i.e. Compile and maintain records (e.g. contract / Service level agreements / databases). Order and issue consumables and accessories to unit individuals. Identify redundant non-serviceable and obsolete equipment for disposal and inform Assets section. Assist unit members with execution of tasks as instructed by delegated officials. Contact suppliers to resolve shortages and other problems. Capture suppliers, quotations or assets on relevant system (BAUD, LOGIS) etc. Request and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods and orders in relevant registers or databases. Receive request for goods from end users. Issue goods to end users. Receive and verify goods received vouchers against requisitions.
<u>ENQUIRIES</u>	: Ms Matimatjati RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**PROVINCIAL ADMINISTRATION: NORTH WEST
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.

APPLICATIONS

: Applications quoting relevant reference, should be forwarded as follows:
Provincial Office / Mmabatho Medical Stores, Private Bag x 2068, Mmabatho, 2735
Christiana District Hospital, Private Bag x 07, Bloemhof, 2660
Emergency Medical Rescue Services (EMRS) College, P.O Box 258, Orkney, 2619
Thusong/General De La Rey Hospital Complex, Private Bag x 12025, Lichtenburg, 2740
Job ShimankanaTabane Hospital, Private Bag x 82079, Rustenburg, 0300
Potchefstroom Hospital, Private Bag x 938, Potchefstroom, 2531
Mmabatho College of Nursing, Private Bag x 2178 Mmabatho, 2735
Excelcius Nursing College, Private Bag A 19, Klerksdorp, 2590
Naledi Sub-district Office, Private Bag X14, Vryburg 8601
Kagisano & Molopo Sub-District Office, Private Bag x 533, Ganyesa 8613
LekwaTeemane Sub-District Office/Christiana District Hospital, Private Bag x 07, Bloemhof, 2660

FOR ATTENTION

: **Greater Taung Sub-District**, Private Bag x 1052, Taung Station, 8580
Mamusa Sub-District Office, Private Bag x 01, Schweizer-Reneke, 2780
Gelukspan District Hospital Private Bag x 25, Radithuso, 2738
Provincial Office: Mr K.M Motoko Tel No: 018 391 4406
Christiana District Hospital: Ms N Sindi Tel No: 053 928 0503/4
Emergency Medical Rescue Services (EMRS) College: Ms L Thubela Tel No: 018 4730 324
Thusong/General De La Rey Hospital Complex: Mr J.G Seleke Tel No: 018 384 0240
Job ShimankanaTabane Hospital: Dr B Moagi Tel No: 014 592 8906
Potchefstroom Hospital: Ms G.T Tlhapi Tel No: 018 406 4600
Mmabatho College of Nursing: Ms K. Leoko, Tel No: 018 392 0600
Excelcius Nursing College: Ms N Sedumedi Tel No: 018 406 8601
Naledi Sub-district Office: Mr G.N Maibi Tel No: 053 928 0503
Kagisano & Molopo Sub-District Office: Mr G.N Maibi Tel No: 053 928 0503
LekwaTeemane Sub-District Office/Christiana District Hospital: Ms N Sindi Tel No: 053 928 0503/4
Greater Taung Sub-District: Mr G.N Maibi Tel No: 053 928 0503
Mamusa Sub-District Office: Mr G.N Maibi Tel No: 053 928 0503
Gelukspan District Hospital: Ms G.C Oseile Tel No: 018 384 0240

CLOSING DATE
NOTE

: 05 April 2019
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the SSA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). 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 Resident/ Work Permit holders must submit a 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 as that of the advertised post are free to apply. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

OTHER POSTS

<u>POST 10/161</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1</u>
<u>SALARY</u>	:	R1 115 874 – R1 238 451 per annum (All inclusive package)
<u>CENTRE</u>	:	Christiana Hospital, Gelukspan Hospital & Thusong/General Delarey Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner (MBChB). Current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner must be attached. A minimum of 3 years appropriate experience as a Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. Management experience will serve as a recommendation. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Manage the KPA's of Subordinates. Allocate the Doctors to the Department and rotate as required. Plan and control the continued Professional Development Programme for Doctors and auxiliary health services of the Hospital. Be responsible for Doctors orientation and Clinical Department Training Plan. Be responsible for the mobility and mortality and the ethics reviews. Handle complaints of the Medical nature. Develop multi professional teams. Implement top management decisions. Implement the national and provincial health development goals and objectives. Oversee and control the monthly call rooster and account for commuted overtime of Doctors. Compile the monthly statistics, utilize data for decision making. Ensure that the NTSG and HPTG business plan targets are met. Chair and co-ordinate numerous committees, eg patient safety groups (PSG), clinical health meetings.
<u>ENQUIRIES</u>	:	Mr Nick Maibi Tel No: 053 928 0503/4(Dr Ruth Segomotsi Mompoti District) Ms M Mokgethi, Tel No: 018 384 0240 (Ngaka Modiri Molema District)
<u>POST 10/162</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A</u>
		Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)
<u>SALARY</u>	:	R991 281 - R1 133 427 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Built Environment. Six (6) years' experience post qualification. Registered as a Professional Construction Project Manager with SACPSMP. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Prepare the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Implementation Plan. Monitor the implementation of Programmes / Projects. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent(s). Manage people and budgets.
<u>ENQUIRIES</u>	:	Mr A Bogoshi Tel No: 018 391 4021
<u>POST 10/163</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (PROCUREMENT)</u>
<u>SALARY</u>	:	R853 551 - R990 585 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office (Mmabatho Medical Stores)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with South African Pharmacy Council (SAPC) as Pharmacist. Minimum of 3 years' appropriate experience after registration as Pharmacist with the South African Pharmacy Council. Current proof of registration with the South African Pharmacy Council as a Pharmacist must be attached. Knowledge and understanding of the National Drug Policy, Pharmacy Act and

		related legislative. Procurement, communication and people management skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage the Procurement Unit of the Medical Stores. Ensure timeous procurement of pharmaceutical and surgical items. Manage procurement of DDV's and motivation items. Implement an effective supplier performance monitoring system. Assist with maintenance of effective stock control procedures. Assist with compilation of tender estimates. Compile management reports. Implement and monitor policies and procedures in relation to procurement unit. Manage KPA's of the subordinates.
<u>ENQUIRIES</u>	:	Mr J Maleme, Tel No: 018 391 4354
<u>POST 10/164</u>	:	<u>CHIEF EXECUTIVE OFFICER</u>
<u>SALARY</u>	:	R826 053 - R973 047 per annum (All inclusive MMS package)
<u>CENTRE</u>	:	Christiana Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Health Sciences or equivalent qualification. A Post-Graduate qualification in Business/ Hospital Management and Master of Public Health Degree would serve as a strong advantage. At least 5 years' experience in Health Sector of which 3 years should be at management level. Highly skilled, dynamic individual with excellent Health Management, Human Resource and Financial Management skills. Proactive thinker with excellent decision- making skills. Ability to communicate and implement strategic objectives within an overall Provincial framework. A driver's license. Computer literacy.
<u>DUTIES</u>	:	Manage all healthcare functions within the Hospital. Liaise with the District Management and facilities for a proper referral system. Develop essential protocols for the Hospital. Develop business plans for the Hospital and manage the Hospital's finances, conditional grants, human resources and procurement matters. Establish and promote Good Corporate Governance with the Hospital Board. Provide good quality patient care and transformation. Establish proper management and strategic planning of services. Monitor and evaluate service delivery. Communicate and foster a good team spirit in consultation with the Hospital Board and other stakeholders. Provide strategic leadership to improve operational efficiency within the health establishment to improve the health outcomes.
<u>ENQUIRIES</u>	:	Mr Nick Maibi Tel No: 053 – 928 0503/4
<u>POST 10/165</u>	:	<u>DEPUTY MANAGER NURSING</u>
<u>SALARY</u>	:	R801 918 – R902 550 per annum (All inclusive Package)
<u>CENTRE</u>	:	Christiana Hospital
<u>REQUIREMENTS</u>	:	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 a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of the strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management. Information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directive and legislation.
<u>ENQUIRIES</u>	:	Mr Nick Maibi Tel No: 053 – 928 0503/4

<u>POST 10/166</u>	:	<u>DEPUTY DIRECTOR: FINANCE (INFRASTRUCTURE)</u> Main Role: To give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and Supply Chain Management issues pertaining to infrastructure project / programmes
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Commerce/Accounting/ Economics. At least five (5) years' experience post qualification. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.
<u>ENQUIRIES</u>	:	Mr A Bogoshi Tel No: 018 391 4021
<u>POST 10/167</u>	:	<u>DEPUTY DIRECTOR: PROJECTS (HEALTH TECHNOLOGY)</u> Main Role: To manage health technology services projects (new commissioning) and upgrading
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Three (3) to Five (5) years 'experience post qualification. Experience in medical field, clinical engineering, functioning of medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage effective and efficient commissioning of medical equipment. Manage hand over of new installations and training. Manage people. Manage budget.
<u>ENQUIRIES</u>	:	Mr A Bogoshi Tel No: 018 391 4021
<u>POST 10/168</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Potchestroom Hospital & Job Shimankana Tabane Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Public Administration/Management or equivalent qualification. At least 5 years' experience of which 3 years should be at Management level. Knowledge of Finance, Human Resource Management, Supply Chain Management and Labour Relations, Security and Records Management & Transport Management, Maintenance and Auxiliary Services. Knowledge of applicable Public Service Prescripts. Good interpersonal, communication & teamwork skills. Good work & quality management skills. Knowledge of Walker/BAS/Persal systems. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Plan, organize and manage hospital corporate services for effective service delivery. Provide with strategic and operational leadership in Hospital Administrative services. Manage key deliverables of the supervisees and critical components of the units in administrative support services. Provide leadership on workplace Labour Relations and ensure effective corporate governance. Establish and maintain aligned commitment to the hospital vision within and in the immediate environment of the hospital. Liaise with all stakeholders and develop sound relation (including government structure, NGO's and organized labour). Formulate and implement the most appropriate management arrangements. Ensure that financial, service delivery and quality target are met in terms of comprehensive hospital — based health care service in terms of the Public Finance Management Act. Ensure sound policies and procedures are in place.

<u>ENQUIRIES</u>	:	Mr P Kolokoto Tel No: 018 406 4600 (Dr Kenneth Kaunda District), Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
<u>POST 10/169</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A</u> Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).
<u>SALARY</u>	:	R679 338 - R728 400 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Built Environment. Three (3) years' experience post qualification. Registered as a Professional Construction Project Manager with SACPSMP. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Prepare the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Implementation Plan. Monitor the implementation of Programmes / Projects. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent(s). Manage budgets.
<u>ENQUIRIES</u>	:	Mr A Bogoshi Tel No: 018 391 4021
<u>POST 10/170</u>	:	<u>HEAD OF DEPARTMENT: PRIMARY HEALTH CARE</u>
<u>SALARY</u>	:	R548 436 – R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Mmabatho College of Nursing (Taung Teaching Site) Excelsius Nursing College (Dr Kenneth Kaunda District)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Diploma / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Diploma in Clinical Nursing Science, Health Assessment Treatment and Care SANC Regulations R48. Post Basic qualification in Nursing Education registered with SANC. Appropriate / recognisable clinical Nursing / teaching experience after registration as a Professional Nurse with SANC in Primary Health Care. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Interpersonal relations, administration and communication skills. Sound knowledge of Financial management, problem solving & leadership skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme.
<u>ENQUIRIES</u>	:	Ms T.V Batyi Tel No: 018 392 0600 (Mmabatho College of Nursing), Ms N.N Sedumedi Tel No: 018 406 8601 (Excelsius Nursing College)
<u>POST 10/171</u>	:	<u>HEAD OF DEPARTMENT: (POST BASIC COURSES)</u>
<u>SALARY</u>	:	R548 436 – R635 778 per annum (plus benefits)
<u>CENTRE</u>	:	Mmabatho College of Nursing
<u>REQUIREMENTS</u>	:	Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Diploma / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9

years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Diploma in Clinical Nursing Science leading to registration in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatal Nursing Science or Critical Care or Child Nursing Science (R 212). Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver's license.

DUTIES : Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme.

ENQUIRIES : Ms T.V Batyi Tel No: 018 392 0600

POST 10/172 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE**

SALARY CENTRE : R532 449 - R 599 274 per annum (plus benefits)
: Greater Taung Sub-District (X12 Posts)
: Naledi Sub-District (X2 Posts)
: Mamusa Sub-District (X1 Posts)
: Lekwa Teemane Sub-District (X2 Posts)
: Kagisano Molopo Sub-District (X4 Posts)

REQUIREMENTS : 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 the South African Nursing Council as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government notice no R 48 in the relevant specialty. A Minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 Years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. A valid driver's license. Computer literacy.

DUTIES : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of Human Resource and Financial Policies and Practices. 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. Communicate effectively with patients, supervisors, other health professionals and junior colleagues. Ensure provision of quality health services. Work effectively and amicably, at a supervisory level with persons of intellectual, cultural, racial or religious differences. Overall management of the comprehensive care treatment programme including ARV & PMTCT. Implement and monitor HCT. Ensure that the environment complies with the Health and Safety Act and infection control and prevention control policies.

ENQUIRIES : Mr Nick Maibi Tel No: 053 – 928 0503/4

<u>POST 10/173</u>	:	<u>EMS LECTURER (PARAMEDIC) GRADE 3-4</u>
<u>SALARY</u>	:	R371 004- R492 309 per annum (plus benefits). Final salary will be determined by the appropriate/recognisable years of experience after registration with the Health Professions Council of South Africa.
<u>CENTRE</u>	:	EMRS Training College
<u>REQUIREMENTS</u>	:	Recognized B-Tech degree in Emergency Medical Care. Qualification as an Assessor, facilitator, mentor, and moderation is advantageous. Current proof of registration with the (HPCSA) Health Professions Council of South Africa as Paramedic/Emergency Care Practitioner. Minimum 3 of years' experience after registration with Health Professions Council of South Africa as Paramedic/Emergency Care Practitioner. Current proof of registration with the Health Professions Council of South Africa (HPCSA) must be attached. Training experience is recommended. Excellent communication and interpersonal skills as well as writing and verbal communication skills. Computer literacy. A valid code C1 driver's license with Public Driving Permit.
<u>DUTIES</u>	:	Involvement in all aspect of Education Training and Development on the courses at the College including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of the course is aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Any other duties as may be required from time to time by the Principal.
<u>ENQUIRIES</u>	:	Ms L Thubela Tel No: 018 473 0324
<u>POST 10/174</u>	:	<u>LECTURER</u>
<u>SALARY</u>	:	R362 559 – R420 318 per annum (plus benefits)
<u>CENTRE</u>	:	Mmabatho College of Nursing (X1 Post) Excelsius Nursing College (X5 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Post basic qualification in Nursing Education registered with the South African Nursing Council. A minimum of 4 years appropriate recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. Current proof of registration with the South African Nursing Council as a Professional nurse must be attached. Be willing to travel extensively. Have a valid driver's license. Have knowledge of communication, facilitation, administration, analytic & interpretation skills. Computer literacy.
<u>DUTIES</u>	:	Provide education and training to student's nurses. Coordinate clinical learning exposure to students between College and clinical areas. Implement assessment strategies to determine learner competency. Develop and ensure implementation of quality assurance programmes. Overall management of students. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates.
<u>ENQUIRIES</u>	:	(Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600 (Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601
<u>POST 10/175</u>	:	<u>LECTURER: PRIMARY HEALTH CARE</u>
<u>SALARY</u>	:	R362 559 – R420 318 per annum (plus benefits)
<u>CENTRE</u>	:	Mmabatho College of Nursing (Taung Nursing School and Bophelong Nursing) Excelsius Nursing College (Bojanala District)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in Nursing). Diploma in Clinical Nursing Science, Health Assessment Treatment and Care or equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse. Post-basic qualification in Nursing Education registered with the South African Nursing Council. Appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. Current proof of registration with the South African Nursing

		Council as a Professional Nurse must be attached. Post –basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Willing to travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Facilitate learning and education. Provide support to primary Healthcare Nurse training. Ensure effective accompaniment of learners. Give direction and coordinate development of clinical nurses, mentors and Primary Healthcare learners in matters relating to formal and informal learning. Assist Clinical Practitioners with new developments in Nursing Education and Training, especially of Health Priority programmes. Participate in the development of the curriculum within the legal framework of the SANC and SAQA and systems. Maintain quality assurance programmes within the College/Nursing School. Execute formal duties within the Department of Health context. Adhere to education and training prescripts.
<u>ENQUIRIES</u>	:	(Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600 (Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601
<u>POST 10/176</u>	:	<u>ASSISTANT DIRECTOR: FACILITY MANAGEMENT</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Engineering/Public Management/Administration/Business Studies or equivalent qualification. At least 5 years relevant experience in Facility Management of which 3 years should be at supervisory level. Computer literacy. A valid driver's license. Excellent spoken and written communication skills as well as customer and client management skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: General upkeep and maintenance of Provincial Office. Ensure compliance with the Occupational Health & Safety [OHS] Act. Managing any refurbishment, renovations and office moves. Manage the cleaning, parking areas, waste disposal and to provide support to security and records management. Financial Management. Research and Development. People management.
<u>ENQUIRIES</u>	:	Mr K.K Molawa Tel No: 018 391 4134
<u>POST 10/177</u>	:	<u>SOCIAL WORKER</u>
<u>SALARY</u>	:	R242 5530 – R281 181 per annum (plus benefits)
<u>CENTRE</u>	:	Mmabatho College of Nursing & Excelsius Nursing College (Bojanala District)
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions as Social Worker. Appropriate/recognizable experience as Social Work after recognition as a Social Worker with South African Council for Social Service Professions. A valid driver's license. Computer literacy. Knowledge of HIV/AIDS would be beneficial. The ability to function within the multidisciplinary team.
<u>DUTIES</u>	:	Complete intakes for all new cases. Empower the students and college personnel to access available opportunities and resources to fully develop their potential. Assess and evaluate the behaviour problems resulting in college violations and helps in different assessment regarding casual relationships. Analyse and interpret information to make recommendations regarding needs for services. Act as a liaison with students, college staff and community services. Serve as an advocate for all students in need. Provide support services to college staff. Provide appropriate services for individual student, and group of learners that meet their academic, social, emotional and physical needs. Make referrals to appropriate resources within or outside the college. Render counselling and support services to individual students regarding issues which interfere with adjustment and performance within the educational setting. Conduct crisis intervention for student in distress. Conduct home visit when a need arise for verification of information. Compile reports and presentation documents. Establish and monitor support groups for students with corresponding needs and abilities.
<u>ENQUIRIES</u>	:	(Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600 (Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601

<u>POST 10/178</u>	:	<u>ADMINISTRATION OFFICER (PMIS)</u> Main Role: To manage data information of various projects from infrastructure planning to delivery.
<u>SALARY</u>	:	R242 475 - R285 630 per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Public Administration/Management/Office Administration or equivalent qualification. At least 2 years relevant experience. Background in project management and/or web-based systems will be an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Entering project data from source documents. Compile and verify accuracy of information. Review project data for deficiencies, correct any incompatibilities and check outputs. Generate reports. Upload documents on the program. Respond to queries for information. Engage with Sector Departments and system users.
<u>ENQUIRIES</u>	:	Mr A Bogoshi Tel No: 018 391 4021

DEPARTMENT OF LOCAL GOVERNMENT AND HUMAN SETTLEMENTS

The North West Department of Local Government and Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.

<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements and Local Government, Private Bag X2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
<u>FOR ATTENTION</u>	:	Ms E Masibi
<u>CLOSING DATE</u>	:	29 March 2019 at 16h30
<u>NOTE</u>	:	Directions to Applicants: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers license. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Note: re-adverts-applicants who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

<u>POST 10/179</u>	:	<u>DIRECTOR: QUALITY ASSURANCE, PROJECTS MONITORING & IMPLEMENTATION REF NO: LG&HS 01/18-19</u> Chief Directorate: Housing Development
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 7) in Project Management/Building Environment/Civil Engineering studies/Human Settlements. 5 years relevant experience at middle management /Deputy Director Level. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of The Constitution of RSA 1996 and other Public regulations. Ability to analyse complex information and large datasets. High level Internet-based research. In-depth understanding of the Built environment. Experience dealing with Municipalities. Budget and Financial

		Management. Economic and fiscal policy. Government budget processes and financial analysis. Vast knowledge of housing and built environment policy. Extensive knowledge of PFMA and DORA. Good interpersonal skills. Good knowledge of Corporate Governance.
<u>DUTIES</u>	:	Manage the delivery of prescribed housing programmes within the district. Manage the implementation of the National and Provincial Housing Programmes and policy in the district. Source and oversee the implementation of a wide range of models and scenarios to establish sustainable Human Settlements and service delivery. Participate in the development of the departmental strategic plan and annual performance plan. Ensure that the business plan is in line with the priorities as set out in the provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall Management of both Financial and Human Resources for the Directorate.
<u>ENQUIRIES</u>	:	Mr V Bidi Tel No: 018 388 5510
<u>POST 10/180</u>	:	<u>DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: LG&HS 02/18-19</u> Directorate: Municipal Development Planning
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma /Degree(NQF Level 7) in Local Government, Development Planning, Public Management or any other relevant, equivalent qualification. 5 years relevant experience at middle management /Deputy Director Level. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of The Constitution of RSA 1996 and other Public Service legislations. Relevant Local Government and cooperative Governance legislation. Project management. Policy analysis and development. Computer literacy. Communication and interpersonal skills. Extensive knowledge of PFMA and DORA.
<u>DUTIES</u>	:	Provide support and monitor the development and implementation of Local Economic Development (LED) strategies and plans. Provide support and monitor municipalities with the development of credible Integrated Development Plans (IDPs). Provide support and monitor capacity of municipalities to implement Spatial Planning and Land Use Management Systems. Manage the resources (human; equipments; budget; etc) of the directorate.
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/181</u>	:	<u>DIRECTOR: HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: LG&HS 03/18-19</u> Directorate: Housing Subsidy Administration
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 7) in Human Settlements, Public Management or any other relevant, equivalent qualification. 5 years relevant experience at middle management/Deputy Director Level. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of The Constitution of RSA 1996 and other Public Service legislations. Relevant Local Government and cooperative Governance legislation. Project management. Policy analysis and development. Computer literacy. Communication and interpersonal skills. Extensive knowledge of PFMA and DORA.
<u>DUTIES</u>	:	Manage the administration of housing subsidies. Manage the processing of housing claims. Manage the provision of deeds management services. Ensure timeous disbursement of the housing fund for all housing programmes. Manage Human and Financial resources.
<u>ENQUIRIES</u>	:	Mr V Bidi Tel No: 018 388 5510

OTHER POSTS

<u>POST 10/182</u>	:	<u>PROFESSIONAL ENGINEER REF NO: LG&HS 06/18-19</u> Directorate: Development Planning (Re-Advert)
<u>SALARY</u>	:	R679 338 - R728 400 per annum (OSD)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (B Eng/BSC Eng) (NQF Level 7) in Civil Engineering or any other relevant, equivalent qualification. 3 years post qualification Engineering experience. Compulsory registration with ECSA as a professional engineer. Valid driver's License. Competencies/Knowledge/Skills: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical report writing. Team leadership. Analytical skills. Communication skills.
<u>DUTIES</u>	:	Oversee the implementation of the national and provincial funded infrastructure programme for Local Government within the province. Facilitate the establishment of the Project Management Units (PMU) in municipalities. Monitor and report on the efficient functioning of Project Management Units (PMUs) in municipalities. Provide technical support on project facilitation for national and provincial infrastructure grant funding. Liaise with other sector departments for projects approval; under various grants. Manage resources allocated to the sub-Directorate (human resource; equipments; budget etc).
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/183</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL MONITORING AND EVALUATION REF NO: LG&HS 04/18-19</u> Directorate: Local Government Monitoring & Evaluation
<u>SALARY</u>	:	R697 011 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. /Diploma/Degree (NQF Level 7) in Local Government/Public Management/Statistics or any other relevant, equivalent qualification. 3-5 years relevant experience in designing and implementing monitoring & evaluation systems at Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of Program evaluation principles and practices, including Survey development and administration, qualitative and quantitative research methods and analysis. Knowledge of Public regulations including the Constitution of and the PFMA. Proficiency in Local Government matters including Powers, Functions, and duties at municipal level. Reasoning skills and the ability to work independently, as part of a team and under pressure. People management, Project management. Presentation, Writing, communication and computer skills. Conflict resolution. Proven strategic management skills. Planning, organising skills and change management skills.
<u>DUTIES</u>	:	Develop and implement a Local Government monitoring and evaluation framework in line with government's outcome 9. Establish mechanisms, processes and procedures to monitor municipalities in the province in managing their own affairs and exercising their powers and functions; and to detect any maladministration, fraud, corruption or any other serious malpractice. Assess the support needed by municipalities to strengthen their capacity to manage their own affairs, exercise their powers and perform their functions. Liaise with relevant stakeholders for intervention. Develop consolidated report on the performance of municipalities in the province and ensure submission to relevant stakeholders. Ensure compliance of MSA sec 47.105 and 106. Perform thorough analysis of data and produce reports that include statistical, narrative and Graphic components as appropriate. Design and conduct performance and impact evaluations; develop progress reports on quarterly basis for the department. Mentor and build capacity of staff around best practices for M&E. Manage Human and Financial resources.
<u>ENQUIRIES</u>	:	MR KN Mokoena Tel No: 018 388 2925

<u>POST 10/184</u>	:	<u>DEPUTY DIRECTOR: BASIC SERVICES REF NO: LG&HS 05/18-19</u> Directorate: Intergrated Municipal Infrastructure
<u>SALARY</u>	:	R697 011 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Local Government/ Public Management or any other relevant, equivalent qualification. 3-5 Years relevant experience at Assistant Director Level. Valid Driver's license. Competencies/Knowledge/Skills: Constitution of the Republic of South Africa. Relevant Local Government and Cooperative governance legislation. Computer Literacy. Communication. Financial Literacy. Interpersonal skills. Project Management. Policy Analysis and Development.
<u>DUTIES</u>	:	Provide support to municipalities in the development and review of the indigent policy. Monitor municipalities in the implementation of the indigent policy. Provide support to municipalities in the establishment and maintenance of indigent registers. Provide support and monitor municipalities in the provision of basic services (including free basic services) to communities; i.e. water; sanitation; refuse and energy. Coordinate intergovernmental relations structures (IGR) for basic services. Manage Human and Financial resources.
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/185</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A (HOUSING PLANNING AND TECHNICAL SERVICES) REF NO: LG&HS 08/18-19 (X2 POSTS)</u> Directorate: Housing Planning and Technical Services Re-Advert
<u>SALARY</u>	:	R585 366 - R630 597 per annum (all-inclusive remuneration package) (OSD)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree in Town and Regional planning (NQF Level 7) or any other relevant, equivalent qualification. Compulsory registration with SACPLAN as Professional Town and Regional Planner. 3 years post qualification Town and Regional Planning experience. A Valid driver's License. Competencies/Knowledge/Skills: Programme and Project management. T&R principles and methodologies. Research and development. Computer-aided applications. Professional judgement. Report writing. Team leadership. Analytical and Communication skills.
<u>DUTIES</u>	:	Provide technical guidance and support with the development and review of Provincial Multi-Year Housing Development Plan. Provide technical support with the review of Municipal Housing Sector Plans. Provide input and support with the review of the Human Settlements Development (HSDG) in terms of DORA. Provide support with the Implementation of the Provincial Housing Needs Register. Conduct research on aspects that relate to Town planning to ensure the viability of Human Settlements Projects.
<u>ENQUIRIES</u>	:	MR M.G Mashabane Tel No: 018 388 5486
<u>POST 10/186</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A (SPATIAL PLANNING & LAND USE MANAGEMENT) REF NO: LG&HS 09/18-19 (X2 POSTS)</u> Directorate: Housing Planning and Technical Services
<u>SALARY</u>	:	R585 366 - R630 597 per annum (all-inclusive remuneration package) (OSD)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 7) in Town and Regional planning or any other relevant, equivalent qualification. Compulsory registration with SACPLAN as Professional Town and Regional Planner. 3 years post qualification Town and Regional Planning experience. A Valid driver's License. Competencies/Knowledge/Skills: Programme and Project management. T&R principles and methodologies. Research and development. Computer-aided applications. Technical consulting. Professional judgement. Report writing. Team leadership. Analytical and Communication skills.

DUTIES	:	Provide support and coordination for spatial and land use planning in the North West Province. Render support and monitor targeted municipalities regarding spatial planning and land use. Provide streamline application procedures and recommendations for land use applications. Provide secretarial services to the North West Township and services. Provide duties of designated officer in terms of the development facilitation Act (DFA)
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/187</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: LG&HS 07/18-19</u> Directorate: Intergrated Municipal Infrastructure (Re-Advert)
<u>SALARY</u>	:	R396 375 - R453 216 per annum (OSD). The remuneration package of the successful candidate will be in accordance to the relevant OSD determination.
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 6) in Civil Engineering or any other relevant, equivalent qualification. Compulsory registration with ECSA as Engineering Technician. 6 years post qualification relevant Engineering experience. Valid driver's License. Competencies/Knowledge/Skills: Project Management. Technical design and analysis knowledge. Research and development. Computer Aided engineering applications. Technical Report Writing.
<u>DUTIES</u>	:	Provide technical support on project facilitation for National and Provincial Infrastructure Grant. Monitoring of proper completion and closure of all infrastructure projects. Report on the expenditure and progress of the MIG programme. Liaison with the other sector departments for projects to be registered. Manage Human and Financial resources.
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/188</u>	:	<u>ASSISTANT DIRECTOR: DEEDS ADMINISTRATION REF NO: LG&HS 10/18-19</u> Directorate: Local Governance (Re-Advert)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7) in Public Management or Human Settlements or any other relevant, equivalent qualification. 3-5 years relevant experience in Deeds Administration at an Officer/Practitioner Level in Municipal and/or Local Government Environment. A Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of relevant legislation/policies/prescripts and procedures. Ability to do research and analyse documents and situations. Written and verbal communications skills. Computer literacy Sound organisational skills. Good people skills.
<u>DUTIES</u>	:	Attend to queries from municipalities and conveyancers. Processing applications for transfer of properties. Issuing of consents for cancellation of charges on deeds of grants. Manage records (Title Deeds). Administer application of lost copies of deeds of grants (V/A certificate). Manage human and financial resources.
<u>ENQUIRIES</u>	:	MR P Moipolai Tel No: 018 388 3615
<u>POST 10/189</u>	:	<u>CONTROL HOUSING INSPECTOR REF NO: LG&HS 13/18-19 (X3 POSTS)</u> Chief Directorate: Housing Development
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Mmabatho): Bojanala (X1 Post) DR RSM (X1 Post) DR KK District (X1 Post)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7), (T/N/S streams) or N3 and a passed trade test in building environment. 3-5 years relevant experience in building environment. Valid drivers license. Competencies/Knowledge/Skills: In-depth knowledge of built environment legislations and policy prescripts. Knowledge and experience in management and supervision of low cost housing development.

		Knowledge of interpreting all building and Engineering plans. Ability to communicate at all levels. Negotiation and problem solving in both field and administration levels. Good leadership and team building skills.
<u>DUTIES</u>	:	Facilitate, coordinate and control the implementation of housing inspection in the district. Manage the activities of developers and contractors and consultants during construction period of the project. Ensure quality control, monitor progress and delivery on current running housing development projects in the district. Supervise the performance and conduct of subordinates.
<u>ENQUIRIES</u>	:	MS H Mhlongo/MR N Mokoma Tel No: 018 388 5528/5473
<u>POST 10/190</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: LG&HS 11/18-19</u> Directorate: Strategic Planning, Monitoring and Evaluation
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF 6/7) in Strategic Management, Public Management or any other relevant, equivalent qualification. 3-5 years relevant experience at an Officer/Practitioner Level. Competencies/Knowledge/Skills: Understanding of Frameworks for strategic plans and annual Performance plans. Knowledge of the planning processes and the following prescripts: MTSF, PFMA, Treasury Regulations and Framework for managing performance information. Technical skills (Microsoft word, Excel and PowerPoint). Writing and verbal skills.
<u>DUTIES</u>	:	Facilitate and organize strategic planning processes. Coordinate the development of the service delivery model. Research statistics from various sources the will enhance the quality of the planning documents. Handle audits on predetermined objectives conducted by both the Auditor general and Provincial Internal Audit. Align departmental plans to the National and Provincial priorities.
<u>ENQUIRIES</u>	:	Ms M Martin Tel No: 018 388 5524
<u>POST 10/191</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: LG&HS 12/18-19</u> Directorate: Strategic Planning, Monitoring and Evaluation (Re-Advert)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF level 6/7) in Public Management/ Business Management/Industrial Psychology or any other relevant, equivalent qualification. 3-5 years relevant experience at officer/practitioner level. Competencies/Knowledge/Skills: Knowledge on the Public Service legislation including The Constitution, White Paper on Transforming Public Service Delivery, Batho Pele Handbook, Change and Diversity Management, PMFA. Computer Literacy, Policy Interpretation and Application, Presentation Skills, Facilitation and Report writing Skills, Advanced verbal and written communication skills, Client orientation and customer focused skills, Analytical thinking, creative and innovative skills.
<u>DUTIES</u>	:	Coordinate the integration of Batho Pele Frameworks into Departmental Service delivery processes. Input on change and diversity management strategies. Coordinate transformation activities and events that embrace diversity and change within the Department. Facilitate Departmental Service Excellence and Service Delivery initiatives, including SDIP, Service Charter and Standards.
<u>ENQUIRIES</u>	:	Mr M.S Radebe Tel No: 018 388 4456
<u>POST 10/192</u>	:	<u>SENIOR ADMIN OFFICER: MIG REF NO: LG&HS 14/18-19</u> Directorate: Integrated Municipal Infrastructure (Re-Advert)
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7) in Local Government, Public Management, Financial Management or any other relevant, equivalent qualification. 2 – 5 years relevant experience in Local Government or Municipal Environment. A Valid driver's License. Competencies/Knowledge/Skills:

		Knowledge of relevant legislation, policies, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills. MIG programme. Contract management.
<u>DUTIES</u>	:	Coordinate and prepare all necessary reports for relevant stakeholders at Provincial and National Departments in terms of the Division of Revenue Act. Coordinate and Monitor project databases including National Management Information System for all Municipalities. Consolidate and keep records of project registrations, Cash flows and progress reports. Coordinate processes in relation to the payment schedules, Implementation plans, PMU Business Plans and annual reports for Municipalities.
<u>ENQUIRIES</u>	:	MR SP Ramagaga Tel No: 018 388 2328
<u>POST 10/193</u>	:	<u>CHIEF BUILDING INSPECTOR REF NO: LG&HS 15/18-19 (X6 POSTS)</u> Chief Directorate: Housing Development (Re-Advert)
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	DR KK (X2 Posts) DR RSM (X1 Post) NMM District (X3 Posts)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7), (T/N/S streams) or N3 and a passed trade test in building environment. 2-5 years relevant experience in the building environment. Valid driver's license. Competencies/Knowledge: Knowledge of relevant Legislation, policies, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills.
<u>DUTIES</u>	:	Conduct inspections in building projects. Check and report on the work of implementation agents (contractors and developers). Quality assure buildings constructed. Gather and submit information on EPWP on housing projects. Supervise the work and conduct of building inspectors.
<u>ENQUIRIES</u>	:	MR BN Mokoma/MR L Mkhize Tel No: 018 388 5491/5473
<u>POST 10/194</u>	:	<u>SENIOR HOUSING STAKEHOLDER ENGAGEMENT OFFICER REF NO: LG&HS 16/18-19</u> Directorate: Housing Planning and Technical Services
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7) in Human Settlement or Public Management or any other relevant, equivalent qualification. 2-5 years relevant experience in the human settlements sector/ public sector. A Valid driver's License. Competencies/Knowledge/Skills: Knowledge of relevant legislation, policies, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills. Negotiation skills.
<u>DUTIES</u>	:	Coordinate economic empowerment for the previously disadvantaged groups (women, youth and people with disabilities) in human settlements programmes. Support the development of emerging contractors and cooperatives. Coordinate human settlements special programs events. Coordinate the provincial Govern Mbeki awards (best performing building contractors).
<u>ENQUIRIES</u>	:	MS LS Lebaka-Ketshabile Tel No: 018 388 5549
<u>POST 10/195</u>	:	<u>SENIOR STATUTORY BODIES SECRETARIAT REF NO: LG&HS 17/18-19</u> Directorate: Housing Planning and Technical Services
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF level 6/7) in Human Settlement or Public Management or any other relevant, equivalent qualification. 2-5 years relevant experience. Competencies/Knowledge/Skills: Knowledge of business and Government Administration principles. Knowledge of mediation and all related

		rental issues. Knowledge of Housing and Built environment prescripts. Communication skills. Computer literacy. Problem solving skills. Research and analysis skills. Facilitation and presentation skills. Report writing skills.
<u>DUTIES</u>	:	Render Administrative Support to the statutory bodies. Conduct investigations on all disputes lodged. Prepare and serve summons. Tracing of Parties with regard to disputes lodged. Supervise staff.
<u>ENQUIRIES</u>	:	MS Moagi Tel No: 018 388 5407
<u>POST 10/196</u>	:	<u>SENIOR ADMIN OFFICER: STRATEGIC PLANNING REF NO: LG&HS 18/18-19 (X2 POSTS)</u> Directorate: Strategic Planning, Monitoring and Evaluation
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Diploma/Degree (NQF Level 6/7) in Strategic Management, Public Management, or any other relevant, equivalent qualification. 2 – 5 years relevant experience. Competencies/Knowledge/Skills: Understanding of Frameworks for strategic plans and annual Performance plans. Knowledge of the planning processes and the following prescripts: MTSF, PFMA and Treasury Regulations. Technical skills (Microsoft word, Excel and PowerPoint). Writing and verbal skills.
<u>DUTIES</u>	:	Facilitate and organize strategic planning processes. Implement the institutionalization of corporate governance values and practices across Human Settlements and establish a culture of compliance with statutory requirements. Implement the integration of all systems within the department. Coordinate audits on predetermined objectives conducted by both the Auditor general and Provincial Internal Audit to all stakeholders. Implement planning instruments and tools on planning processes.
<u>ENQUIRIES</u>	:	Ms M Martin Tel No: 018 388 5524
<u>POST 10/197</u>	:	<u>PRINCIPAL COMMUNICATIONS OFFICER-PUBLIC LIAISON, MARKETING & BRANDING REF NO: LG&HS 19/18-19</u> Directorate: Communications
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Communication/Public Relations/Journalism or Media Studies or any other relevant, equivalent qualification. 2-5 years relevant experience. Valid Driver's license. Competencies/Knowledge/Skills: Constitution of the Republic of South Africa. Knowledge of legislative framework governing Public Service. Knowledge of communication Policies. Understanding government communication. Knowledge of communication approaches and channels. Communication skills. Computer literacy. Problem solving skills. Research and analysis skills. Facilitation and presentation skills. Negotiation skills. Report writing.
<u>DUTIES</u>	:	Organise and implement public liaison events. Arrange exhibition and branding materials during outreach programme and public events. Make logistical arrangements during outreach programmes and events. Distribute information products during public events. Generate reports/ action plans after public meetings. Supervise staff.
<u>ENQUIRIES</u>	:	Ms D Thapelo Tel No: 018 388 3402
<u>POST 10/198</u>	:	<u>SENIOR WELLNESS OFFICER REF NO: LG&HS 20/18-19</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Grade 12. Diploma/Degree (NQF level 6/7) in Social Work or Psychology. Registration with SACSSP as Social Worker, or HPCSA as a Counsellor. 2-5 years relevant working experience in Employee Health and Wellness Programme. Competencies/Knowledge/Skills: Integrated Employee Health and Wellness Strategic Framework, Public Service, Regulations, Acts, Policies, procedures.

		Public Finance Management Act. Counselling, Computer, Communication, Management, Policy Analysis, Report writing, Program and Project Management, Conflict resolution.
<u>DUTIES</u>	:	Promote and Coordinate Implementation of Individual Physical Wellness Interventions. Provide and Monitor Psycho Social Wellness Interventions. Promote and Implement Organizational Wellness Interventions. Promote and Implement Work Life Balance Interventions.
<u>ENQUIRIES</u>	:	Ms E.D Sebokolodi Tel No: 018 388 3857
<u>POST 10/199</u>	:	<u>SENIOR COMMUNICATIONS OFFICER-MEDIA RELATIONS REF NO: LG&HS 21/18-19</u> Directorate: Communications
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Communication/Public Relations/Journalism or Media Studies or any other relevant, equivalent qualification. 0-2 years relevant experience Valid Driver's license. Competencies/Knowledge/Skills: Constitution of the Republic of South Africa Knowledge of legislative framework governing Public Service. Knowledge of communication Policies. Understanding government communication. Knowledge of communication approaches and channels. Communication skills. Computer literacy. Problem solving skills. Research and analysis skills. Facilitation and presentation skills. Negotiation skills. Report writing.
<u>DUTIES</u>	:	Providing daily media monitoring services. Developing and updating the media database. Providing photography services and managing archives. Compiling and producing media statements and articles. Providing administrative support during media activities i.e media briefings.
<u>ENQUIRIES</u>	:	Ms D Thapelo Tel No: 018 388 3402
<u>POST 10/200</u>	:	<u>SENIOR COMMUNICATIONS OFFICER-INTERNAL COMMUNICATION REF NO: LG&HS 22/18-19 (X2 POSTS)</u> Directorate: Communications
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Communication/Public Relations/Journalism or Media Studies or any other relevant, equivalent qualification. 0-2 years relevant experience. Valid Driver's license. Competencies/Knowledge/Skills: Constitution of the Republic of South Africa Knowledge of legislative framework governing Public Service. Knowledge of communication Policies. Understanding government communication. Knowledge of communication approaches and channels. Communication skills. Computer literacy. Problem solving skills. Research and analysis skills. Facilitation and presentation skills. Negotiation skills. Report writing.
<u>DUTIES</u>	:	Draft articles and stories for internal and external newsletters. Provide photography services (take pictures) during Departmental events. Provide support with the coordination of the Local Government Communications Forum. Monitor Department's Social Media space.
<u>ENQUIRIES</u>	:	Mr C Motshabi Tel No: 018 388 4827
<u>POST 10/201</u>	:	<u>PERSONAL ASSISTANT REF NO: LG&HS 23/18-19 (X7 POSTS)</u> Directorate: Various Directorates (Re-Advert)
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Secretarial Diploma or any other relevant, equivalent qualification. 3-5 years' relevant experience providing secretarial support services. Competencies/Knowledge/Skills: Knowledge of relevant legislations, policy, prescripts and procedures. Ability to do research and analyse documents and situations. Basic knowledge of financial administration. Language and

		communication skills. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support to the manager. Render administrative support services. Provide support to manager regarding meetings. Provide support to manager with administration of the manager's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents ensuring that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	MS E Masibi Tel No: 018 388 3933
<u>POST 10/202</u>	:	<u>ADMIN OFFICER: INFORMATION SECURITY REF NO: LG&HS 24/18-19</u> Directorate: MISS
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Degree/Diploma (NQF Level 6/7) in Security Management, Police, Law, or any other relevant, equivalent qualification. Grade "B" PSIRA Certificate (compulsory). 0-2 year's relevant experience in Security Services. A valid driver's. Competencies/Knowledge/Skills: Application of Legislation and Policies in line with Information Security and MISS document, such as Protection of Information Act 1982 and Promotion of Access to Information Act 2000 National Archives of South Africa Act 1996. Criminal Procedures Act 1977 and National Strategic Intelligence Act 1994. Knowledge of how to obtain and safeguard confidential information, and maintain high level of confidentiality. Planning, organizing and execution. Basic Computer Literacy. Analytical skills, Communication skills (verbal and written) and problem solving skills.
<u>DUTIES</u>	:	Implement the effectiveness and compliance to Information Security Policy and SOPs. Keeps records of information security breaches incidents such as leakage of sensitive information. Facilitate security screening of personnel handling sensitive information. Facilitate Personnel Suitability Checks on shortlisted candidates. Implement the facilitation of information security awareness training programs. Conduct Information Security Assessment.
<u>ENQUIRIES</u>	:	MS P Petros Tel No: 018 388 4767
<u>POST 10/203</u>	:	<u>CHIEF HUMAN RESOURCE REGISTRY CLERK REF NO: LG&HS 25/18-19</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent. 3-5 years relevant experience. Competencies/Knowledge/Skills: Relevant Records Management processes and systems. Relevant Records Management prescripts. Relevant Human Resource prescripts. Computer literacy. Planning and organising. Communication (writing and verbal). Interpersonal relations. Language. Flexibility. Teamwork.
<u>DUTIES</u>	:	Supervise and provide human resource registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the processing of documents for archiving and/disposal. Supervise human resources/staff at registry.
<u>ENQUIRIES</u>	:	MR G Moletsane Tel No: 018 388 3295
<u>POST 10/204</u>	:	<u>ADMINISTRATION OFFICER: SUBSIDY CLAIMS REF NO: LG&HS 26/18-19</u> Directorate: Housing Development
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Relevant Diploma/Degree (NQF level 6/7) in Human Settlements/Public Management or any other relevant, equivalent qualification. 0-2 year's relevant experience on HSS and Housing environment. A valid driver's license. Competencies/Knowledge/Skills: Knowledge of HSS. Housing Act and Housing code as well as the ability to manage staff and work under pressure. PFMA. Computer literacy. Communication skills.

<u>DUTIES</u>	:	Verify all captured claims on the HSS before submitting to authorisers. Verify all supporting documents attached to the physical claims. Verify milestones, amount claimed, invoices, happy letters and captured beneficiaries against the printed payment schedules. Liaise with the system administrator (HSS) regarding suppliers not registered, no milestones/ amount subsidy quantum. Liaise or inform developers regarding incomplete supporting documents. Email all the payment schedules to developers for reconciliation and reclaiming short payments. Assist disbursement unit with claims older than 30 days on the system and payments. Advise the regional managers in case whereby beneficiaries are not linked to the project. Supervise staff.
<u>ENQUIRIES</u>	:	MR KW Ngazire Tel No: 018 388 5438
<u>POST 10/205</u>	:	<u>BUILDING INSPECTOR REF NO: LG&HS 27/18-19 (X2 POSTS)</u> Directorate: Housing Development
<u>SALARY CENTRE</u>	:	R196 407 per annum (Level 06) Head Office (Mmabatho): R.S.M (X1 Post) NMM District (X1 Post)
<u>REQUIREMENTS</u>	:	Matric/Grade: 12. Degree/ Diploma (T/N/S streams) or N3 and a passed trade test in building environment. 0-2 year's relevant experience in the building environment. A valid driver's license. Competencies/Knowledge/Skills: Knowledge of relevant legislations, policy, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills.
<u>DUTIES</u>	:	Conduct inspections in building projects. Check and report on the work of implementation agents (contractors and developers). Quality assure buildings constructed. Gather and submit information on EPWP on housing projects.
<u>ENQUIRIES</u>	:	MS M Jaards/MR L Mkhize Tel No: 018 388 5528/5473
<u>POST 10/206</u>	:	<u>ADMINISTRATION CLERK: SUBSIDY CLAIMS REF NO: LG&HS 28/18-19</u> Directorate: Housing Development
<u>SALARY CENTRE</u>	:	R163 563 per annum (Level 05) Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent. Competencies/Knowledge/Skills: Knowledge of HSS. Housing Act and Housing code. PFMA. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Receive claims from helpdesk. Check the supporting documents according to checklist i.e standard claim form, invoice, beneficiary list, inspectors report, NHBRC, happy letters and valid contract. Capture all complete claims received on the HSS by selecting names, ID numbers and site numbers against claims received from the developers. Arrange physically received happy letters against the payment schedule form the HSS. Return all incomplete/incorrect claims to help desk immediately. Submit printed payment schedules to Admin officers for verification.
<u>ENQUIRIES</u>	:	MR KW Ngazire Tel No: 018 388 5438

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

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

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

MANAGEMENT ECHELON

POST 10/207 : **DIRECTOR: DISTRICT HEALTH SERVICES**
Garden Route and Central Karoo District

SALARY : R1 005 063 per annum (a portion can the package can be restructured according to the individual's personal needs)

CENTRE : Garden Route and Central Karoo Districts, George

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health related field or 4-year degree in an appropriate management field with at least 5 years' experience at a middle or senior management level. Experience: Extensive managerial experience in Rural Health Services. Inherent requirement of the job: Valid (Code B/EB) drivers License and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Rural Health System (DHS) policies. Knowledge of financial and human resource management applicable to the public service. Proven experience in the provision and management of health services.

DUTIES : Management the implementation of the full package of health services (including district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo districts, in line with the relevant Department policies. Manage the implementation of priority health programs within the districts. Ensure that quality of care is maintained and is improved in the Garden Route and Central Karoo Districts. Responsible as budget holder and financial manager for the districts. Responsible for the Humana Resources Management in the Garden Route and Central Karoo Districts. Co-ordinate the rendering of professional support services (including information management) within the districts. Manage key partnerships within the Districts District, other government department, non-profit organisations (NPOs), local government, and private sector.

ENQUIRIES : Dr R Crous Tel No: (044) 694 0047

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

NOTE : No payment of any kind is required when applying for this post. Applicants may be subjected to a competences assessment test.

CLOSING DATE : 29 March 2019

OTHER POSTS

POST 10/208 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEPHROLOGY AND HYPERTENSION)**

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)

CENTRE : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after

		registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge of renal medicine and hypertension. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Administrative, clinical and financial management of the Endocrine division.
<u>DUTIES</u>	:	Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
<u>ENQUIRIES</u>	:	Prof N Ntusi, Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za
<u>APPLICATIONS</u>	:	The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.
<u>FOR ATTENTION</u>	:	Ms C Dawood
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/209</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 (MEDICAL: NEUROLOGY)</u>
<u>SALARY</u>	:	R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Neurology. Competencies (knowledge/skills): Sound knowledge of neurological medicine. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the neurology clinics and medical wards. Administrative, clinical and financial management of the Division of Neurology.
<u>DUTIES</u>	:	Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Neurology. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
<u>ENQUIRIES</u>	:	Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za
<u>APPLICATIONS</u>	:	The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.
<u>FOR ATTENTION</u>	:	Ms C Dawood
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/210</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 MEDICAL (GENERAL PAEDIATRICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to do

	<p>outreach and perform overtime duties as necessary. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Have a good understanding of district level child health services and programmes. Relevant statutory framework competencies, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Practical experience in General Paediatrics and Neonatology. Management experience.</p>
<u>DUTIES</u>	<p>: Function as the Head of the Paediatric Department (including Neonatology) and Functional Business Unit at New Somerset Hospital (NSH), including playing a coordinating role for Paediatric and Neonatal services in the hospital's drainage area. Clinical service delivery in Paediatrics and Neonatology. Ensure effective and efficient clinical governance and management of the NSH Paediatric department with regard to clinical, human and financial resources. Ensure rational use of resources (medical or surgical sundries and equipment) and act as gatekeeper with the use of expensive resources. Play a lead role in rendering efficient and cost effective Paediatric service to patients managed by the institution and its referring facilities in the catchment area of NSH. Participate as required in Health Services coordination and oversight structures. Conduct academic teaching and research in General Paediatrics. Plan and participate in the education and training of staff, including registrars, medical officers, community service MO's, interns, medical students and nursing staff.</p>
<u>ENQUIRIES</u>	: Dr D Stokes Tel No: (021) 402-6408 or 402-6304
<u>APPLICATIONS</u>	: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000
<u>FOR ATTENTION</u>	: Ms C Dawood
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	: 29 March 2019
<u>POST 10/211</u>	: <u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R697 011 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	: Southern/Western Sub-structure Office, Retreat
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate three-year National Diploma /Degree in a Human Resource related field. Experience: Appropriate operational background and management experience of People Management practices in supporting health services. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the Public Service directives and application to the District Health System. Good communication skills within a dynamic inter-disciplinary team context. Ability to analyse and use data for problem-solving and decision-making. Person-centred practitioner capable of working in fast-paced and diverse network of health facilities and ability to work under pressure. Computer literacy (Excel spreadsheets, report writing and drafting of word documents, MS PowerPoint presentations).
<u>DUTIES</u>	: Provide professional and specialised support to the Sub-structure Director regarding establishment management (extensive knowledge of PERSAL recommended). Provide management support with regard to the compilation and control of the personnel budget of the Sub-structure. Implement human resources and labour relations policies and plans e.g. Human Resource Plan, Performance Management and Improvement Plans, Workplace Skills Plan. Identify, analyse and resolve HR challenges collaboratively. Ensure effective and efficient personnel administration service to the Sub-structure office and Primary Health Care Platform. Manage transversal substructure priorities based on Monitoring and Evaluation of Performance Management Indicators for good corporate governance and continuous quality improvement in People Management.
<u>ENQUIRIES</u>	: Ms MW Smith Tel No: (021) 202-0956
<u>APPLICATIONS</u>	: The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
<u>FOR ATTENTION</u>	: Mr F Le Roux

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/212</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R532 449 (PN-B3) per annum
<u>CENTRE</u>	:	Retreat CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Provide relief services within the team and provide after hour cover and work shifts as required. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.
<u>ENQUIRIES</u>	:	Ms L Appolis Tel No: (021) 202-0883
<u>APPLICATIONS</u>	:	The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
<u>FOR ATTENTION</u>	:	Mr F Le Roux
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/213</u>	:	<u>ASSISTANT MANAGER NURSING AREA: GENERAL (NIGHT DUTY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R532 449 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work overtime should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent writing and communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

<u>DUTIES</u>	:	Coordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures as well as validate and interpret statistical data. Manage and monitor the cost-effective utilisation of human, financial and physical resources as well as providing effective support to Nursing Services and maintain professional self-development. Co-ordinate the provision of effective training and development of nursing staff in conjunction with Human Resources Department. Coordinate and monitor critical hospital support functions after hours in collaboration with clinical and facilities management. Develop/establish and maintain constructive working relationships with nursing and other stakeholders.
<u>ENQUIRIES</u>	:	Ms GE Sellars Tel No: (044) 802-4536
<u>APPLICATIONS</u>	:	The Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject to a practical test.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/214</u>	:	<u>CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)</u>
<u>SALARY</u>	:	R440 982 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer (Independent practitioner). Experience: A minimum of 3 years' experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Willingness to work shifts. Competencies (knowledge/skills): Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of radiography protocols. The candidate must be computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory and managerial skills. Manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography, Fluoroscopy, Computerised Tomography and PACS.
<u>DUTIES</u>	:	Responsible for the control, supervision, delegation and coordination of activities in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021)-404-4187
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/215</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade1: R374 364 per annum Grade 2: R440 982 per annum Grade 3: R519 456 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in

Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Physically able to perform the duties required. Willingness to render after-hours service. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols, as well as the ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills, as well as knowledge of radiation protection and sonography equipment safety. Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.

ENQUIRIES : Ms S Loff Tel No: (044) 802-4567
APPLICATIONS : The Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530
FOR ATTENTION : Mr BH Cassim
NOTE :

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

CLOSING DATE : 29 March 2019

POST 10/216 : **QUALITY ASSURANCE MANAGER**
 Chief Directorate: Metro Health Services

SALARY : R356 289 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Health related Degree or National Diploma registrable with a South African Statutory Health Professions Council. Experience: Extensive experience in a Health Sciences Environment. Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills) Ability to think and function independently, display advanced computer literacy skills in full Microsoft Package. Ability to understand and apply the medico-legal framework of the existing legislation, report writing and to critically analyse data by using Patient information systems. Knowledge of Quality Assurance frameworks, Occupational Health and Safety Act and Infection control practices. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Deal with all consumer related enquiries and develop an improvement plan. Manage and Supervise staff. Manage the Quality Assurance portfolio for the facility, by analysing and reporting all aspects of the programme. Monitor and evaluate all risks and interventions and support an effective Infection Control and

		Occupational Health and Safety Programme through stakeholder collaboration. Prepare management reports and provide statistical data. Promote the integration of the Batho Pele principles for the facility's personnel.
<u>ENQUIRIES</u>	:	Ms T Ellis Tel No: (021) 826-5808
<u>APPLICATIONS</u>	:	Please submit your applications to: www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/217</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate post matric qualification in Labour Relations or applicable National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR) and Human Resource Development and Training. Appropriate experience in Skills Development processes and procedures. Experience in facilitating grievance and disciplinary procedures. Competencies (knowledge/skills): Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Computer literacy in Ms Office and Internet. Knowledge of LR and Human Resource Development and Training Policies and procedures. The ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions. Co-ordinate induction training. Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly.
<u>ENQUIRIES</u>	:	Ms. Genni Engelbrecht Tel No: (021) 503-5017
<u>APPLICATIONS</u>	:	Please submit your applications to: www.westerncape.gov.za/health-jobs
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency/practical test. is required when applying for this post. Shortlisted candidates will be subjected to a compete
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/218</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade A: R179 523 per annum Grade B: R211 464 per annum Grade C: R246 870 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence) and willing to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr N Neethling Tel No: (021) 377-4344

<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X9, Mitchells Plain, 7789.
<u>FOR ATTENTION</u>	:	Ms CC Johnson
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 10/219</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (GENERAL ENGINEERING)</u>
<u>SALARY</u>	:	Grade A: R179 523 per annum Grade B: R211 464 per annum Grade C: R246 870 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. High level of computer literacy with the ability to write Specifications. Multitask and skills in Project management and Medical Gas Field.
<u>DUTIES</u>	:	Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, Log, and Track repair requisitions. Assist in ordering and controlling the workshop materials, Gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr D Smith Tel No: (021) 404-6201/072 8697238
<u>APPLICATIONS</u>	:	The Chief Director: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms B Alexander
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply.
<u>CLOSING DATE</u>	:	29 March 2019
<u>POST 10/220</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> (Overberg District)
<u>SALARY</u>	:	R163 563 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirements of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping procedures. Knowledge of the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues. Cashier duties, accurate collection, safekeeping of

	state money, control, which includes receipt of money, issue of receipt and account to patient.
<u>ENQUIRIES</u>	: Ms Z Boshoff Tel No: (028) 212-1070
<u>APPLICATIONS</u>	: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<u>FOR ATTENTION</u>	: Ms A Brits
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 05 April 2019
<u>POST 10/221</u>	: <u>CLEANER (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R96 549 per annum
<u>CENTRE</u>	: Lotus River CDC (X1 post) Grassy Park CDC (X1 post) District Six CDC (X1 post)
<u>REQUIREMENTS</u>	: Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: District Six CDC - Will be expected to work extended hours. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.
<u>DUTIES</u>	: General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean hospital grounds, clean windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager, Housekeeper and colleagues.
<u>ENQUIRIES</u>	: Ms G Jones Tel. No: (021) 703-3131 – Lotus River CDC Mr M Lingani Tel. No: (021) 707-6300 – Grassy Park CDC Mr T Abrahams Tel. No: (021) 833-5400 – District Six CDC
<u>APPLICATIONS</u>	: The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Retreat, 7945. or P.O. Box 30360, Tokai, 7966.
<u>FOR ATTENTION</u>	: Mr F Le Roux
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shot-listed candidates may be requested to write a competency test.
<u>CLOSING DATE</u>	: 05 April 2019
<u>POST 10/222</u>	: <u>PORTER</u> Garden Route District
<u>SALARY</u>	: R96 549 per annum
<u>CENTRE</u>	: Riversdale Hospital
<u>REQUIREMENTS</u>	: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate knowledge and experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift. Willingness to handle bodies (corpses). Ability and willingness to handle heavy objects. Good interpersonal relationships. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Accompany walking patients and transporting sitting, non-walking patients per wheelchair/trolley between reception, the wards, the pharmacy, the theatre, the Riversdale Clinic and the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medicine, medical and other documentation (patient files and reports) between reception, the wards, pharmacy, Riversdale Clinic, administration and treatment areas. Assist with shifting of heavy medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards to the mortuary.
<u>ENQUIRIES</u>	: Mr P M Moolman Tel No: (028) 713 8643
<u>APPLICATIONS</u>	: The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	: Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 April 2019