



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.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries, Agriculture Place Building Reception, 20 Steve Biko Street (Formerly Beatrix Street), Arcadia, Pretoria.
- FOR ATTENTION** : Directorate: Human Resources Management
- CLOSING DATE** : 05 April 2019
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

- POST 11/01** : **DEPUTY DIRECTOR: FOOD SAFETY AND QUALITY ASSURANCE REF NO: REF 11 /2019**
Directorate: Food Safety and Quality Assurance
- SALARY** : R826 053- per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Bachelor's degree or National diploma in Agricultural Sciences, Food Science/ Technology and Microbiology. The candidate should have extensive managerial experience in, inter alia, policy development and analysis, negotiation and project management. In-depth knowledge and understanding of applicable legislations, regulations, policies and strategies pertaining but not limited to but not limited to the Agricultural Product Standards Act, 1990 (Act no. 119 of 1990). Ability to interpret and communicate requirements and provisions of relevant legislation, policies, norms, standards and international agreements and protocols. Demonstrable knowledge relating to relevant committees of Codex Alimentarius, World Wine Trade Group (WTG), International Organisation of Vine and Wine (OIV), United Nations for Economic Commission of Europe (UNECE) and WTO (SPS and TBT committees). Good presentation and facilitation skills. Good interpersonal relations and proven management experience regarding personnel. Analytical and organisational skills. Computer

- literacy in MS Office software. A valid driver's licence and willingness to travel extensively and working long hours.
- DUTIES** : The incumbent will be responsible to reduce plant and animal product quality and safety risk by administering the legislations (Agricultural Product Standards Act and Liquor Product Act). Delegation of authority to inspectors involved with inspection of products in relation to food safety and quality assurance. Establish guideline and procedures relating to analytical work with respect to chemical, biological and physical hazards testing on regulated products. Develop and monitor policies guidelines and norms and standards in line with the relevant legislation. Ensure the publication and notification of the draft legislation, Bills Ministerial approved legislation in the Government Gazette and via the World Trade Organization (WTO). Stakeholder engagement. Provide technical advice and guidance on food safety and quality assurance matters. Manage and observe international trends (market access) with respect to introduced sanitary and trade related matters specifically our trading partners. Manage the resources of the Sub-directorate (Physical, Human and Financial).
- ENQUIRIES** : Mr B. M. Makhafole Tel No: 012 319 7306
- NOTE** : All shortlisted candidates will be subjected to a technical exercise intended to test relevant basic understanding of the job content. In terms of the departmental employment equity target, priority will be given to African Females and people with disabilities.
- POST 11/02** : **MANAGER: AGRONOMY AND VEGETABLES REF NO: REF 10 /2019**
Directorate: Food Safety and Quality Assurance
- SALARY** : R697 011 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a B. Agric or BSC degree or National diploma with plant production/agronomy or botany or food science / technology or science/technology or plant protection as main subjects (you are required to furnish a credit certificate and/or statement of results). Extensive experience in the fields of food safety and quality management systems that encompass good manufacturing and agricultural practices/post-harvest treatment/handling of grains and vegetables. In-depth knowledge and understanding of applicable legislation, regulations, policies and strategies pertaining but not limited to the Agricultural Product Standards Act, 1990 (Act no. 119 of 1990). Ability to interpret and communicate requirements and provisions of relevant legislation, policies, norms, standards and international agreements and protocols. Demonstrable knowledge relating to relevant committees of Codex Alimentarius Commission, United Nations for Economic Commission of Europe (UNECE) and Organisation for Economic Co-operation and Development (OECD). Good presentation and facilitation skills. Good interpersonal relations and proven management experience regarding personnel. Analytical and organisational skills. Computer literacy in MS Office software. A valid driver's license.
- DUTIES** : The incumbent will be responsible to manage the compilation of new and review and amendment of existing product standards / legislation/ policies/guidelines /checklists/ inspection procedures with regard the quality and safety of regulated agricultural and liquor products. Manage the development, analysis and review of product standard and legislation. Facilitate the timely publication of notices to invite comments on newly developed and/ or proposed amendments to existing legislation/ standards through the relevant channels (e.g. government gazette, World Trade Organisation). Manage and ensure the consistent application and interpretation of product standards/legislation. Manage the issuing of food business operator codes/factory codes/abattoir codes, compilation and maintenance of databases and registration of labels for export and import. Coordinate and manage the provision of technical advice, guidance, support and information to stakeholders.
- ENQUIRIES** : Mr B. M. Makhafole Tel No: 012 319 7306
- NOTE** : In terms of the departmental employment equity target, priority will be given to African Males and Females and people with disabilities

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai
- CLOSING DATE** : 12 April 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 11/03** : **DIRECTOR: EDUCATOR PERFORMANCE MANAGEMENT AND DEVELOPMENT AND WHOLE SCHOOL EVALUATION REF NO: DBE/EDW/03**
Branch: Teacher and Professional Development
Chief Directorate: Education Human Resource Management
Directorate: Educator Performance Management and Development and Whole School Evaluation

- SALARY** : R1 005 063 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen performance evaluation and development systems for school and office-based educators as well as internal and external school evaluations. The incumbent will also develop mechanisms for effective implementation of skills development in provinces. Further Requirements: An appropriate three-year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA with at least five (5) years' experience at middle or senior management level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource and performance management and financial management. Applicants must have extensive and relevant knowledge relating to the work of provinces within the Basic Education sector. Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will: Provide strategic leadership and operational management of the Directorate, which includes the following sub-directorates: Integrated Quality Management System for school-based educators; Performance Management and Development System for office-based educators; Whole School Evaluation and School Improvement Planning; and Skills Development. Liaise and co-operate with provincial education departments, other government departments, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs. Monitor and evaluate policies and strategies to promote the work of the directorate.

ENQUIRIES : Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297
NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element 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. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 11/04 : **DIRECTOR: SOCIAL COHESION AND EQUITY IN EDUCATION REF NO: DBE/SCEE/03**
Branch: Care and Support Services
Chief Directorate: Social Inclusion and Partnerships in Education

SALARY : R1 005 063 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : The position requires a proactive person with strong conceptual, strategic, operational and leadership skills as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring, evaluation and support of policies and programmes to promote and maintain rights-based approaches to child wellbeing through social cohesion, nation building, heritage, human rights and democracy education. The candidates should demonstrate an understanding of social inclusion and equity in education and how to address intersecting barriers to child wellbeing and reduce social exclusion, victimisation and marginalisation. Further Requirements: An appropriate three-year Bachelor's Degree in Education, Humanities or Social Science or an undergraduate qualification (NQF level 7) as recognized by SAQA with at least five (5) years' experience at middle or senior management level in Education sector. A relevant post graduate qualification will be an added advantage. A sound knowledge of curriculum and teacher development, especially as these relate to Life Orientation, History, Languages, Gender and Gender Diversity, Heritage and/or Multi-Cultural Studies in Education. In addition, an understanding of local, regional and international instruments and cutting-edge thinking related to social, economic and cultural rights and the advancement of peace-building and social inclusion in schooling. Knowledge and understanding of child-centred approaches to deepening human rights, democracy, gender-diversity, nation-building and social cohesion is required. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring, evaluation and support will be a strong recommendation. Applicants must have a valid driver's license and be willing to travel extensively.

DUTIES : The successful candidate will be responsible for strategic and operational planning for the Directorate, taking overall responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flows, and implementing and monitoring programmes as well as reporting. Provide strategic leadership and operational management to the Directorate; Develop and implement integrated programmatic responses to gender equity, gender-diversity, history, oral history, commemorations, nation building, heritage, social cohesion and inclusion, human rights and democracy education; Develop policies and programmes to support child wellbeing through curricula, co-curricular and enrichment opportunities and safety-nets; Design and sustain ongoing support for the implementation of peace-education and actions to prevent conflict, sexual abuse and harassment, discrimination and exclusion; Strengthen human rights education, democracy, children's rights and gender equity and inclusion programs for learners in schools; Promote the emotional and social wellbeing of learners through Constitutional values and attitudes; Promote national pride and social justice committed to unity in diversity; Liaise and co-operate with provincial

education departments, national government departments, universities, research organizations, archives, children's rights structures, gender and gender-diversity formations, as well as NGOs and civic organisations; Monitor and evaluate policies and strategies to advance rights-based approaches to the regional framework for Care and Support for Teaching and Learning (with emphasis on curriculum support; co-curricular support; safety; material support; social cohesion; social inclusion and equity in school communities); Represent the Directorate, both internally and externally as required; Liaise with and report to nation, regional and international bodies and project partners and funders; Manage internal and external partnerships.

**ENQUIRIES
NOTE**

: Mr A Tsamai Tel No: 012 357 3321/ Ms M Thubane Tel No: 012 357 3297
: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element 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. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POST

POST 11/05

: **ASSISTANT DIRECTOR REF NO: DBE/18/2019**
Branch: Office of the Director-General
Directorate: Research Coordination, Monitoring and Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R444 693 per annum
: Pretoria
: Applicants must be in possession of an appropriate three year post matric qualification or Bachelor's degree in social sciences, public administration, economics or statistics, A post graduate qualification would be an added advantage; at least three (3) years relevant experience in conducting research or alternatively project management, coordinating research projects, report writing; interpretation and presentation of information in the monitoring and evaluation environment; and knowledge of the basic education sector plans. Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access); data analysis skills with experience of working with statistical packages such as SPSS or STATA. Good interpersonal and communication (verbal and written) skills. A valid driver's license. Willingness to travel.

DUTIES

: The successful candidate will be expected to monitor, evaluate and report medium to long term sector progress against policies and plans. Coordinate and support national evaluations in the basic education sector. Design, manage and support large scale evaluations and research studies commissioned by the Department. Facilitate capacity building on planning, monitoring and evaluation. Liaise and network with research organisations, including presenting DBE research at conferences. Write research reports, evaluation reports and sector monitoring reports. Develop monitoring tools for the basic education sector. Develop policy briefs, monitoring tools, and evaluation reports, compile national and international reports on basic education. Conduct qualitative and quantitative data analysis for sector monitoring and reporting. Provide monitoring and evaluation support to DBE branches on planning indicators, research, instrument development, reporting and data analysis. Coordinate research and evaluations in collaboration with other government departments, donors and provinces. Monitor research projects led by the Department, this may entail traveling to provinces. Maintain a research repository on departmental studies. Respond to research requests. Attend and present at research events and seminars. Perform any other duties delegated by the Director and the Chief Director.

ENQUIRIES

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

NOTE

: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

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 these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 12 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 POSTS

POST 11/06 : **ASSISTANT DIRECTOR: SYSTEM DEVELOPER REF NO: 25901/01**

SALARY : R356 289 per annum (Level 09)

CENTRE : Centurion

REQUIREMENTS : A three-year Bachelor's degree or National diploma in Web and Application Development/ Information Technology/Information Management/Computer Science or equivalent qualification. Minimum of 3 to 5 years experience in Information Technology or Information Management. A valid driver's license. The successful candidate is expected to travel extensively. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal Relations. Team work. Planning and execution. Technical Competencies: Internet technologies (HTML, CSS, C#/ASP.NET). Adobe Photoshop. Knowledge of MS SQL. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC). Methodology and knowledge of DotNetNuke (DNN) or MS SharePoint 2010/2013.

DUTIES : The incumbent will perform the following duties: Conduct capacity planning of the application environment. Design and develop all new application systems. Conduct software installations and configurations. Monitor the application environment and implementation updates.

ENQUIRIES : Mr A. Mashigo Tel No: 012 848 4631

APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tiegervoort, 0056; submitted electronically via email: cogta38@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 11/07 : **JUNIOR PROGRAMMER REF NO: 25901/02**

SALARY : R242 475 per annum (Level 07)

CENTRE : Centurion

REQUIREMENTS : A three-year Bachelor's degree or National diploma in Web and Application Development/ Information Technology/Information Management/Computer Science or equivalent qualification. Minimum of 1 to 2 years application

development experience in Information Technology or Information Management. A valid driver's licence. The successful candidate is expected to travel extensively. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal Relations. Team work. Planning and execution. Technical Competencies: Internet technologies (HTML, CSS, C#/ASP.NET). Adobe Photoshop. Knowledge of MS SQL. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC). Methodology and knowledge of DotNetNuke (DNN) or MS SharePoint 2010/2013.

DUTIES : The incumbent will perform the following duties: Maintenance and support of all internal applications environment, including portals, legacy systems and the National Disaster Management Centre website. Design layouts, edit images and graphics using appropriate software applications. Develop and maintain database queries using the Query Designer in SQL Server.

ENQUIRIES : Mr A. Mashigo Tel No: 012 848 4631

APPLICATIONS : Applications may be posted to URS Response Handling, P O Box 11506, Tiegpoort, 0056; submitted electronically via email: cogta39@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana
<u>CLOSING DATE</u>	:	05 April 2019
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. 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. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POST

<u>POST 11/08</u>	:	<u>TECHNICAL WRITER</u>
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Economics and minimum of 3 years technical/scientific experience dealing with technical writing in the economics field PLUS the following key competencies: Knowledge of energy sector; Energy policies and legislation; Energy economics; Data analysis and decision making; Research tools and techniques; Technical writing; Energy information sources (Journals & publications). Skills: Report writing and presentation skills; Interpersonal skills; Data analysis and desktop publishing using computer software; Time management and work planning; Statistical analysis and interpretation; Economic analysis and interpretation. Communication: Ability to interact with stakeholders within and outside the Energy Sector. Creativity: Technical mind-set relating to economics and data analysis; Ability to source or identify sources of credible data/information from local and international sources.
<u>DUTIES</u>	:	Collect economic information related to the energy sector for reporting. Apply statistical techniques and methods in the processing and analysis of data to ensure that data meets credible values. Recapitulate research conducted about the energy sector, availability of energy sources, energy prices, energy technologies and their costs as part of contributions to reporting. Compile energy data and information and write analysis for various reports. Interpret model data and output into meaningful and value added information to be added to reports. Evaluate past present economic issues and trends. Interact with internal and external stakeholders on matters related to energy data collection. Recommendation: The Job will require local and international travel and Shortlisted candidates may be required to undertake a practical/written competency test as part of the interview process.
<u>ENQUIRIES</u>	:	Mr R Nembahe Tel No: 012 406 7540

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

MANAGEMENT ECHELON

- POST 11/09** : **CHIEF DIRECTOR: PROTECTED AREAS SYSTEMS MANAGEMENT REF NO: BC03 /2018**
- SALARY** : R1 189 338 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in Natural or Environmental Sciences (at NQF Level 7) or equivalent relevant qualification plus five years' experience at senior management in an environmental management field. Knowledge of biodiversity conservation and development issues (globally, regionally, and locally). Experience and knowledge of protected areas management. Experience in the development, interpretation and implementation of biodiversity related policies, legislation strategies and plans. Strategic capability and leadership. Experience in Human Resource, Financial and stakeholder management. Good analytical, Problem solving and interpretation skills. Sound Knowledge of Public Service Regulations and the Public Finance Management Act.
- DUTIES** : Coordination of national implementation of international instruments relating to protected areas and promotion of the country's interests globally. Oversight of national protected areas management authorities. Ensure maintenance of an information system for Protected Areas Development and implementation of policy, legislation strategies and plans relating to and monitoring performance of protected areas. Establishment, development and management of comprehensive, ecologically representative and effectively managed regional network of trans-frontier conservation areas. Establishment, development and safeguarding of the integrity of World Heritage Sites as well as implementation of World Heritage Convention in South Africa. Strengthen governance and Management Effectiveness of the Protected Areas System in South Africa in line with national imperatives and international obligations.
- ENQUIRIES** : Mr S Maletle Tel No: (012) 399 9511
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Management
- NOTE** : 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.

- CLOSING DATE** : 15 April 2019
- POST 11/10** : **DIRECTOR: FACILITIES AND ADMINISTRATION SERVICES REF NO: COO13/2018**
- SALARY** : R1 005 063 per annum (all-inclusive SMS remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three year degree in Management Sciences/ Public Administration/ Facilities Management/Property Management (at NQF Level 7) or relevant equivalent qualification. 6-10 years managerial experience in related field, of which minimum of 5 years' should be at middle/ senior management level. Strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.
- DUTIES** : The successful candidate will be responsible to manage and oversee facilities, buildings and administrative services as well as to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions and projects, service contracts and service level agreements. Ensure preventative maintenance inspection are conducted in all the buildings occupied. Administer lease management activities. Manage the PPP unitary payments, PPP functions and Departmental Utility Accounts. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services of the Department. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings. Provide accommodation support in the Department. Preparation of proposed floor layouts for space planning. Sign lease contract and upgraded facilities. Manage cleaning and food aid services.
- ENQUIRIES** : Ms NP Ngcobo Tel No: (012) 399 – 9875
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Management
- NOTE** : 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.

CLOSING DATE : 08 April 2019

POST 11/11 : **DIRECTOR: TRANSFRONTIER CONSERVATION AREAS (TFCA'S) REF NO: BC01 /2018**

SALARY : R1 005 063 per annum (all-inclusive SMS remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Natural or related Sciences (NQF 7). A relevant postgraduate qualification will serve as an added advantage. Five years' experience at middle management in an Environmental Management or related field. Knowledge of relevant SADC Regional Conservation protocols and Agreements. Experience in development and implementation of policies, legislation and strategies. Understanding of the Public Service policy frameworks and knowledge of Public Finance Management Act and related Treasury Regulations. Good interpersonal skills including problem solving, conflict resolution, stakeholder management and as lls. Ability to work under pressure and with minimal supervision. Computer literacy and a valid driver's license.

DUTIES : Facilitate establishment, management and implementation of legal instruments as well through effective coordination of structures for TFCA's. Coordinate and streamline TFCA activities into the SADC and national agenda. Strengthen ecological networks, wildlife corridors and migration routes. Promote cross-border cooperation and implementation of conservation, research, law enforcement interventions as well as animal diseases control in TFCA's. Facilitate creation of access to tourist facilities, products and their development in TFCAs. Facilitate participation of stakeholders and affected communities around TFCAs. Participate and influence programmes contributing to rural development in TFCAs.

ENQUIRIES : Ms S Mancotywa Tel No: (012) 399 9514

APPLICATIONS : 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.

FOR ATTENTION : Human Resource Management

NOTE : 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.

CLOSING DATE : 08 April 2019

POST 11/12 : **SENIOR SCIENTIFIC ADVISOR: OCEANS & COASTS INFORMATION SYSTEMS REF NO: OC 07/2019**

SALARY : R1 005 063 per annum (All inclusive remuneration package, conditions apply)

CENTRE REQUIREMENTS : Cape Town
 : An appropriate recognized PhD in Natural / Computer Science or equivalent qualification with 10 years relevant scientific experience. Experience in the development and use of enterprise information systems. Knowledge of Oceans and Coastal Research and Management Agendas with advanced knowledge in one or more areas of marine/environmental/computer science (preferably marine). Experience in translating customer needs into technical requirements and design with an emphasis on impact. Must have demonstrated ability to interpret and apply policies and prescripts and well-developed programme management techniques with strong analytical and superb communication skills. Proven competence in organisational transformation, strategic planning and leadership, programme and project management as well as financial management with sound problem solving and analytical skills, and ability to gather and analyse data and information.

DUTIES : To coordinate and lead the development of National Oceans and Coastal Information Management System (OCIMS) and the supporting Marine Information Management System (MIMS). To advise on staffing and operations of OCIMS, in particular the prioritization and implementation of new information products and Decision Support Tools to support the growth of the Ocean Economy. To provide technical advice to DEA officials during key meetings and knowledge. Monitor existing and new policies, legislation, programmes, strategies, plans and key documents and marine related data and research products for information sharing. Provide quality improvement and promote integration and alignment between coastal management and oceans management. Plan and compile project plans, budgets and management reports. Undertake contracting and procurement associated with OCIMS. Research and advise on operational quality standards and strategic planning. Evaluate OCIMS stakeholder and user needs and recommend system response options. Define role and responsibilities of OCIMS and associated staff functions. Management, training and mentoring of staff.

ENQUIRIES APPLICATIONS : Mr A.D. Naidoo Tel No: (021) 819 5009
 : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION CLOSING DATE : Human Resource Management
 : 08 April 2019

NOTE : 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. 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. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

OTHER POSTS

POST 11/13 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO13 /2018**

SALARY CENTRE REQUIREMENTS : R468 513 per annum
 : Central Karoo District Municipality (Western Cape)
 : A Bachelor's degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years' experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational,

<u>DUTIES</u>	: communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.
<u>ENQUIRIES</u>	: Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.
<u>APPLICATIONS</u>	: Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937
<u>FOR ATTENTION NOTE</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. : Human Resource Management : 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.
<u>CLOSING DATE</u>	: 08 April 2019
<u>POST 11/14</u>	: <u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO14 /2018</u>
<u>SALARY</u>	: R468 513 per annum
<u>CENTRE</u>	: Overberg District Municipality (Western Cape)
<u>REQUIREMENTS</u>	: A Bachelor's degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years' experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.

- DUTIES** : Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.
- ENQUIRIES** : Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Management
- NOTE** : 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.
- CLOSING DATE** : 08 April 2019
- POST 11/15** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO15 /2018**
- SALARY** : R468 513 per annum
- CENTRE** : Dr Ruth Segomotsi Mompoti District Municipality (North-West)
- REQUIREMENTS** : A Bachelor's degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years' experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.
- DUTIES** : Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the

development of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.

- ENQUIRIES** : Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Management
- NOTE** : 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.
- CLOSING DATE** : 08 April 2019
- POST 11/16** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: OC08/2019**
- SALARY** : R356 289 - R419 679 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate three year Degree / National Diploma in Office Administration/ Public Administration. Extensive experience in office management, administration and coordination, or any secretarial related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint,, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.
- DUTIES** : Provide support to the Director in the Office of the Deputy Director General (DDG). Provide secretariat services, especially recording of minutes, for senior management and other related intergovernmental meetings. Consolidation of

quarterly and annual performance reports' inputs from line functions. Identify and direct important and key requests, both from internal and external stakeholders, to relevant officials for attention. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, Public and others). Keep and maintain proper filing system for the Director's and DDG's Offices. Contribute to the successful coordination of Branch activities, especially those relating to planning and stakeholder engagement. Compile, monitor and report on financial responsibilities of the branch, especially budgets and procurement plans. Provide support to the DDG as may be needed, as well as provide point of interaction with the DG's offices.

**ENQUIRIES
APPLICATIONS**

: Mr. C.S Mangcu Tel No:(021) 819 2431
: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION
NOTE**

: Human Resource Management
: 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. 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. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE

: 08 April 2019

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** : 05 April 2019 before 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.

OTHER POSTS

- POST 11/17** : **ICT SERVICE ASSETS AND CONFIGURATION STOREMAN REF NO: SACS/ICT/2019/03-2C**
 These positions will be filled as 12 month contract positions
 ICT
 The purpose of the post is to maintain and manage the ICT store room and remove old ICT equipment from GPAA offices
- SALARY** : R242 475 per annum (Level 07) (basic salary) plus 37% in lieu of benefits
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A three year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with 2 years working experience in Asset management and stores/Provisioning Administration. GPAA services & products (will be an

advantage). Computer literacy in Microsoft Office package. Knowledge Management. ITIL (will be an advantage). Analytical skills. Interpersonal skills. Motivational skills. Negotiation skills. Problem solving skills. Accuracy and detail orientated. Deadline driven. Ability to communicate at all levels. Team player and ability to work independently. Customer service management. Proactive and self-starter. Ability to handle pressure. Maintain personal and professional development.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Receiving and Safekeeping of goods in GPAA. Receive, store, pack and unpack goods from stores; Facilitate carrying and or moving goods; Delivering and conveying parcels or goods to be shipped to the GPAA Regional Offices; Collect ICT equipment from GPAA stores and confirm that the goods match the delivery note; Ship ICT equipment via the GPAA Dispatch, obtain all signatures on the BSS8 form. Mark packaging clearly with receiving contact details and arrange to barcode all ICT equipment when new equipment is received. Manage the old ICT Equipment in line with assets management legislatives. Collect old ICT equipment from GPAA Head Office users; Coordinate the collection of all old ICT equipment from all Satellite and Regional Offices. Ensure that ICT equipment meet an acceptable standard; Remove all old ICT equipment; Clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in GPAA. Keeping the ICT storerooms clean; Maintaining tidy and accurately marked racks and shelves; Conduct stores inventory counts; Keep storeroom clear of empty containers, and ICT equipment and shelves packed neatly and mark all shelves clearly as per product range. Compile Reports. Send weekly updated stock reports; Assist GPAA Auditors to search for ICT equipment not accounted for and update audit spreadsheets.

ENQUIRIES FOR ATTENTION NOTE : Mapule Mahlangu Tel No: 012 399 2639
 : Ms Mapule Mahlangu– Recruitment
 : Employment Equity target for the post is Indian/Coloured or African males/females or a person with disability. Candidates of the specified groups are encouraged to apply. Various ICT Service Assets and Configuration Storeman positions are currently available at the Government Pensions Administration Agency: ICT Division.

POST 11/18 : **ADMINISTRATOR: TRAINING AND DEVELOPMENT REF NO: HR/T&D/2019/03-1C**
 These positions will be filled as 12 month contract positions
 Training and Development
 The purpose of the role is to provide administrative support to the Training and Development Component within GPAA

SALARY CENTRE REQUIREMENTS : R196 407 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
 : Pretoria Office
 : An appropriate 3 year tertiary qualification (Bachelor's degree or an equivalent three year qualification with at least 360 credits/NQF 6) with 18 months proven experience in Training and Development or Grade 12 certificate with 3 years proven experience in Training and Development. Computer literacy that would include a good working knowledge of Microsoft Office products. Basic understanding of the PFMA. Knowledge of the processes of the Human Resource Development Administration. Knowledge of prescripts relating to Human Resource Development. Analytical skills. Excellent organizing skills. Document management. Administrative skills. Problem solving skills. Customer oriented. Ability to communicate at all levels. Outgoing personality. Ability to prioritise work and urgent matters. Ability to deal with confidential matters. Teamwork.

DUTIES : The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support on the provisioning of the Training and Development Unit: Provide administrative support regarding access to skills development opportunities on the basis of individual development plans; Document management; Create and manage a database for learners and service providers; Update database for institutions; Check for accreditation of the qualification and registration of the institution; Ensure that the venues are booked for workshops and is conducive for training; Provide

administrative support regarding induction programmes; Provide administrative support regarding the skills development database; Provide administrative support regarding management of bursaries; Liaise with the service provider for registration of learners; Ensure that stationery and refreshments of the Business Unit are ordered and monitored and File and keep documents of the business unit safe. Co-ordination of Training and Development activities: Arrange dates for workshops and in-house induction; Make travel arrangements and accommodation reservations; Invite delegates to attend; Organise resources and refreshments for workshops; Ensure that attendance register is available; Ensure that training material is available; Processing of forms and documents related to claims, payments and invoices and capture training attended on Persal. Administration of Internship program: Provide administrative support regarding training of mentors; Provide administrative support regarding training for interns; Receive completed work-plans; Check correctness of interns' quarterly reports and file accordingly and compile interns' completion certificates. Administration of bursaries: Ensure that the bursary form is updated; Liaise with institutions when required; Check that the bursary applications are correctly completed and registered; Ensure that a summary of bursary applications is compiled; Book venues for bursary Committee meetings; Prepare bursary packs; Submit all bursary applications to the CEO's office; Provide feedback to the applicants; Ensure bursary contracts are received from applicants and capture approved bursary applications on Persal and MS Excel. Administration of Grade 12 and Life skills: Ensure that learning resources are available; Organise venue for life skills sessions; Research topics for life skills; Ensure that attendance register for life skills learners is available. Administration of Recognition of improved qualifications in the Public Service: Schedule workshops for Recognition of improved qualifications; Send invitations for applications; Liaise with institutions; Liaise with stakeholders; Organise Committee meeting to evaluate application forms; Submit application forms to the CEO and provide feedback to the applicants.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Ms Felicia Mahlaba Tel No: 012 319 1455
 : Ms Felicia Mahlaba – Recruitment
 : One position for an HR Administrator: Training and Development is currently available at the Government Pensions Administration Agency: HRD. Note: Employment Equity target for the post is Coloured male/female or Indian females or African males or White male/female or a person with disability. Candidates of the specified groups are encouraged to apply.

POST 11/19

: **RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/03-3C**
 12 Months Contract
 Enterprise Wide Risk

**SALARY
CENTRE
REQUIREMENTS**

: R196 407 per annum (Level 06) plus 37% in lieu of Benefits
 : Pretoria Office
 : An appropriate three year tertiary qualification in Risk Management or relevant field (at least 360 credits) with 18 months proven experience within the Enterprise Risk/relevant environment OR Grade 12 with three years proven experience within the Enterprise Risk/relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and Barnowl. Knowledge of Corporate Governance (King IV). Knowledge of Risk Management Processes (COSO, ISO31000. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Pro-activeness. Approachable and innovative. Team player.

DUTIES

: Risk Analysis and monitoring process. Assist in implementing risk management plan. Provide support for the conducting of operational Risk assessments. Assist management in identifying risks. Assist Management in evaluation/rating of risks. Develop draft risk reports. Monitor that operational risk mitigation plans are implemented. Conduct risk awareness and training. Coordinate and facilitate the development of a risk profile. Document risk information on Barnowl system. Plan, schedule and provide end – user training on Risk Management software. Administration of the Barnowl. Capture progress notes on Barn Owl after

monitoring (implementation of action plans). Print Reports from Barn Owl. Provide Administrative support to Risk Management Unit. Assist in Co-coordinating Risk Management Committee meetings. Prepare Risk Management Committee meeting packs before the meeting. Assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.

ENQUIRIES
FOR ATTENTION
NOTE

- : Mr Ismael Radebe Tel No: 012 399 2299
- : Mr Ismael Radebe – Recruitment
- : Various positions for Risk Officers are currently available at the Government Pensions Administration Agency: Enterprise Wide Risk. These positions will be filled as a 12 month contract positions. Employment Equity target for the post is Coloured/Indian/White male/females or African males or people with disability. Candidates of the specified groups are encouraged to apply.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources Tel No: 012 748 6296
- CLOSING DATE** : 05 April 2019, 12 noon.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) 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. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management 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. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

- POST 11/20** : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION (PAYROLL) REF NO: GPW 19/14**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Financial Management plus 5-7 years' experience in salary administration (payroll), 2-3 years' proven supervisory experience, Excellent knowledge of Persal and Vulindlela, Knowledge and Understanding of PFMA and Treasury Regulations; Analytical skills, Problem solving skills, Communication skills, Computer skills, Interpersonal relations and team work skills.
- DUTIES** : Lead and manage Salary (Payroll) Office, Ensure adherence to relevant policies and procedures, Perform function of Persal Salary Controller, Manage Salary payments: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by relevant stake holders, authorized and captured e.g. pro-rata bonus, leave, overtime, etc., Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties, Manage and ensure that all payrolls are distributed on time to Paypoint Custodians to avoid late return by them and to meet the requirements of PFMA and Audit queries, Manage and ensure that Salary related suspense accounts are done monthly, Facilitate the payments of all debts

owed to the department, Manage tax reconciliations returns - Responsible for bi-annual IRP501 reconciliations and filings, manage the administration of IRP 5 accumulations, Manage and ensures that all users of PERSAL are allocated functions and registered, Approval / Authorization of Persal transactions, Monthly reconciliation and filing of EMP 201's, Administration regarding AA88 deductions, Run monthly, quarterly and annual reports, Reconciliation of assigned general ledger accounts and preparing correcting journals, Oversee management of rejected salary payments, Respond to internal and external audit enquiries, Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resource such as leave and grievances. Compile the work plans for the section.

ENQUIRIES

:

Ms H Curlewis Tel No: (012) 748 6244

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 05 April 2019 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm Permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 11/21** : **TEAM ASSISTANT: ASSETS AND FINANCE SUPPORT REF NO: G003/2019**
Term: 12 Months Fixed Term Contract
- SALARY** : R242 475 – R285 630 per annum (Level 07) plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3-year (NQF 6) qualification in Assets Management, Financial Administration or related field. 1-2 years' experience in Financial Administration and or Assets Management; knowledge and ability to use technology or Computer efficient (MSOffice, Internet and emails). Skills and Competencies; effective communication (verbal & written), work co-operatively with others and client service orientation. Knowledge of assets and financial management are in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Public service experience will be added as an advantage.
- DUTIES** : GTAC Goods and Services Procurement Support: Check the quotations received from GTAC Supply Chain Management for completeness. Check the award letter received from GTAC Professional Services Procurement for completeness. Update the Purchase Order Register. Prepare the purchase order for sign-off. Check and file all Entity Maintenance forms or Bank Confirmation Forms. GTAC Financial Administrative Support: Subsistence and Travel Claims (Receive and register all Subsistence & Travelling claims and hand over to the capturer, immediately on receipt). Filing of Subsistence & Travelling claims after it was approved and authorised on Persal weekly. Filing of GTAC telephone accounts. Open of new files for each employee and request information from each staff member if telephone accounts are outstanding on a monthly basis. Assist with National Treasury service payments. Receive and processing National Treasury consulting parking payments. Scan and file documents on a quarterly basis. Prepare VAS2 for National Treasury Courier services as required. Financial Accounting (Check the payment of project invoice files for completeness). Ensure that each page is stamped as paid and all signatures are correct. Filing of payments per box per numbering sets. Give support during the Audit to collect the project invoice files for auditors. Assist with the archiving of financial documents and registration on the Electronic Registry. GTAC Assets Management: As an entry point, check the assets received from GTAC Supply Chain Management according to the tax invoice and documentation packs on receipt. Give support with the barcoding of the assets and file asset assignment forms. Check actual

assets for asset verifications in April and October. Give support during the annual asset audits in March/April. Complete the asset withdrawal forms for signatures. Keep the safe tidy and organised. GTAC Payroll Support: Ensure that all payrolls are filed according to the months.

ENQUIRIES

:

Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms L Malahlela
- CLOSING DATE** : 15 April 2019 at 12:00 Midday
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's license. No faxed or e-mailed applications as well as certified copies older than three (3) months will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 11/22** : **ASSISTANT DIRECTOR: INTERGRATED MANAGEMENT OF CHILDHOOD ILLNESS REF NO: NDOH 5/2019**
Chief Directorate: Child, Youth and School Health. Directorate: Child, Youth and School Health
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least five (5) years experience in health related field. Knowledge and experience in Integrated Management of Childhood Illness Strategy (IMCI) implementation. Knowledge of policy development and legislative framework. Knowledge and experience in IMCI training methods (ICATT and DIMCI) and facilitation will be an added advantage. Good computer skills (MS Word, Excel and PowerPoint), social mobilization, communication (written and verbal), interpersonal and organizational skills. Must be prepared to travel and work irregular hours. A valid driver's license.
- DUTIES** : Coordinate the development of policies, guidelines, strategies, protocols, norms and standards for child health. Provide technical support on implementation of IMCI and child health programme in various provinces. Facilitate the development of advocacy, communication and education (IEC) material for child health. Collaborate with relevant role players and International Agencies on children's issues including ECD. Participate in monitoring and evaluation activities to enhance the implementation of quality child health services. Assist in the identification of risks and responding to audit queries related to child health programme.
- ENQUIRIES** : Ms S Ngake Tel No: (012) 395 – 8382

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

- APPLICATIONS** : Forward applications, quoting the relevant reference number to the Chief Executive Officer, Vhembe TVET College, Private bag X2136, SBASA, 0970. Alternatively, applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, Sibasa.
- CLOSING DATE** : 05 April 2019 at 14:00
- NOTE** : Applications must be submitted accompanied by (1) Z83 form obtainable from any public service Departments (2) Comprehensive CV, including at least three contactable references. (3) Certified copies of qualifications, ID document with original certification stamp. All shortlisted candidates will be subjected to background screening checks. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. Failure to submit the requested documents will result in your application not being considered. The College reserves the right to withdraw any position at any time.

OTHER POST

- POST 11/23** : **ASSISTANT DIRECTOR OCCUPATIONAL HEALTH & SAFETY REF NO: VTVET 21/2017**
Re-advertisement
- SALARY** : R356 289 – R419 679 per annum (Level 09)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised 3-year Diploma or Bachelor in Social Science/ occupational health and safety (OHS) or relevant qualification coupled with five years actual and appropriate experience of which two years must be on a supervisory level. Knowledge of the Basic Conditions of Employment Act. Substantial knowledge of the Occupational Health and Safety Act and Regulation 85 of 1993(OHS) Substantial knowledge in Compensation for Occupational Injuries and Diseases Act 130 of 1993(COIDA) Knowledge of OHS surveys. Ability to interpret and apply relevant legislation and regulations. Knowledge of Health, Safety and Environmental legislation. Good working knowledge of Workman's Compensation/COID systems in the public service will serve as an added advantage. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure. Must have a valid Driver's license.
- DUTIES** : the successful candidate will be provide and maintain a safe, healthy working environment. Ensure workers' health and safety by providing Information, instructions, training. Inform health and safety of incidents, inspections, investigations, and inquiries. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Assist with the development of monitoring and evaluation tools for the implementation of a Monitoring and Evaluation framework. Train employees and OHS committees in the on the OHS Act to ensure compliance to OHS Act. Conduct Safety Audits. Risk assessments and hazardous task identification analysis for current, new or changed equipment, risks, processes and tasks to ensure that all employees, visitors and contractors are safe when entering the College. Advise/Inform Managers and facilities with reference to OHS Act. Establishment of OHS committees/training of OHS committee members and conducting of safety audits. Investigating workplace accidents and safety-related complaints. Compliance to COIDA and other safety standards and protocols.
- ENQUIRIES** : Ms Makungo F at 015 963 3156

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 15 April 2019
- NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 11/24** : **DEPUTY MASTER MR-6 REF NO: 19/36/MAS**
- SALARY** : R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Port Elizabeth
: LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES** : Mr. M Lehong Tel No: (012) 315 1264
- NOTE** : People with disabilities are encouraged to apply.

- POST 11/25** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
Re-Advertisement
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Ndwedwe Ref No: 19/32/KZN
Magistrate Court, Mooi River Ref No: 19/33/KZN
- REQUIREMENTS** : Three year Bachelor’s degree /National Diploma in Administration or relevant qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
- ENQUIRIES** : Ms. P Leshilo Tel No: (012) 357 – 8240
- POST 11/26** : **ADMINISTRATIVE OFFICER REF NO: 19/21/LD**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : South African Law Reform Commission Centurion
- REQUIREMENTS** : Three year Degree/ National Diploma in Public Administration/ Management or equivalent qualification; 3 years in Clerical/Administrative experience; Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management; Knowledge of the PFMA, DFI, BAS and JYP; Skills and Competencies: Computer literacy; Communication skills; Problem solving skills; Planning and organizational skills; Good Interpersonal relations.
- DUTIES** : Key Performance Areas: Render administrative functions of the office; Oversee the procurement of goods and services in line with departmental policies; Render asset management clerical support; Provide effective people management.
- ENQUIRIES** : Ms. P Leshilo Tel No: (012) 357 – 8240
- NOTE** : People with disabilities are encouraged to apply.
- POST 11/27** : **ADMINISTRATIVE OFFICER REF NO: 19/37/CFO**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : National Diploma or equivalent qualification in Social Science/Public Administration or related areas; At least 1 year experience in suitability check or vetting administrator; Completed SSA, SAPS, DI training screening course; Additional short course will be added an advantage; A valid driver’s license. Skills and Competencies: Computer skills; Interpersonal relations; Problem solving skills; Creative thinking; Customer service orientation; Decision making; Communication skills; Listening skills; Self-Management.

DUTIES

: Key Performance Areas: Maintain policies, procedures and guidelines on Personnel Suitability Checks in the Department; Provide feedback to relevant stakeholders/clients on policies, prescripts and procedures pertaining of Personal Suitability Checks; Support Personnel Suitability Checks services between the office pertaining to screening requests of shortlisted candidates and companies tendering for contracts; Interpret integrity screening results and make recommendations.

ENQUIRIES

: Ms. D Modibane Tel No: (012) 315 – 1668

NOTE

: People with disabilities are encouraged to apply.

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.

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 05 April 2019 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted 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). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

- POST 11/28** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/181**
- SALARY** : R1 005 063 – R1 183 932 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : An NQF level 7 qualifications (as recognized by SAQA) in Orthotics and Prosthetic/Occupational Therapy. Post Graduate qualification in Occupational Health will be an added advantage. A Minimum of 5 years working experience at MMS level. Knowledge: Relevant stakeholders, Compensation Fund Services, Customer Services (Batho Pele Principles), Fund values. Required IT knowledge, Fund IT Operating systems, DPSA guidelines on COIDA, Technical knowledge, COIDA, General knowledge of Public Service Regulation Legislative requirements, Public Service Act, Basic Conditions of Employment Act. Employment Equity Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Required technical proficiency, Business writing skills, Required IT skills, Fund IT Operating Systems, Programme and Project Management, Financial Management, Service Delivery Innovation (SDI), Planning and Organising, Problem Solving analysis, Communication, Work ethic and self-management, Risk Management and Corporate Governance, Medical Skills, Environmental Awareness.

DUTIES : Develop and design prosthetic and orthotic policy, strategy and processes for the benefit of COID patients. Develop and design prosthetic and orthotic regulations for the benefits of COIDA patients. Manage, establish and maintain relationships and protocols with orthotic and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the operations of the Directorate and resources (Human, Finance and Equipment).

ENQUIRIES : Ms. F Fakir Tel No: (066) 483 2700

POST 11/29 : **DIRECTOR REHABILITATION AND REINTEGRATION REF NO: HR 5/1/2/3/182**

SALARY : R1 005 063 – 1 183 932 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Bachelor of Science in Occupational Therapy/Physiotherapy. Post Graduate Diploma in Occupational Health will be an added advantage & Registration with HPCSA. 5 years experience at Management level/ Deputy Director Level in Rehabilitation and Reintegration. Knowledge: Customer Service (Batho Pele Principles), DoL and Compensation Fund business strategies and goals, Public Service Act, Required IT knowledge, Technical knowledge Legislative requirements: COIDA Act, National Health Act, Health Act, Allied Health Profession Act, Integrated National Disability Strategy, Promotion of Equality and Prevention of unfair Discrimination Act. Skills: Rehabilitation, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Work Ethic and self-management, Risk Management and Corporate Governance, Medical Skills, Environmental Awareness.

DUTIES : Design and implement a Rehabilitation and Re-Integration Programme for COIDA patients. Develop and monitor the implementation of the rehabilitation, reintegration and early return to work policy. Provide support to Provincial Disability Management and Medical Case Coordination Functions. Manage the dispensation of chronic medication to COIDA patients. Manage resources within the Directorate.

ENQUIRIES : Ms. F Fakir Tel No: (066) 483 2700

OTHER POSTS

POST 11/30 : **DEPUTY DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/183**

SALARY : R697 011 – R821 052 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Financial Management/Accounting. A Post graduate qualification will be an added advantage. 3 years functional experience in Bank Reconciliation Environment. 2 years Supervisory Experience in Bank Reconciliation Environment. Knowledge of SAP will be an added advantage Knowledge: Compensation Fund Business Strategies and Goals, Public Service Regulations, policies and procedures, Compensation Fund value chain and business processes, Customer Service (Batho Principles), Operating systems, Risk Awareness, Technical knowledge, General knowledge of the Public Service Regulations, COIDA. Legislative requirements: PFMA and National Treasury Regulations. Skills: Business writing, Project Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Accountability, People Management and Empowerment (including developing other). Client Orientation and Customer Focus, Communication, Risk Management and Corporate Governance.

DUTIES : Manage the overall maintenance of the bank accounts. Manage bank reconciliation section expenditure relative to budget. Manage the manual and electronic reconciliation process. Manage all resources in the sub directorate.

ENQUIRIES : Mr. PA Moloto Tel No: (012) 319 9142

POST 11/31 : **ASSISTANT DIRECTOR: PENSION ADMINISTRATION AND MAINTENANCE REF NO: HR 5/1/2/3/200**

SALARY : R444 693 - R523 818 per annum

<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund, Pretoria
	:	A National Diploma / Degree in Finance/ Public Management. 2 years experience at Senior Practitioner level in a Pension/Finance/Payroll Administration environment. 2 years Supervisory Experience Knowledge: Compensation Fund policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge Legislative requirements: COIDA, Public Service Act PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Planning and Organizing, Communication Skills – Both Written and Verbal, Decision making, Budgeting and Financial Management, Managing inter – personal conflict and resolving problems, Risk Management and Fund Governance, Analytical, Required Technical Proficiency, Business Writing, Data and records management.
<u>DUTIES</u>	:	Provide inputs in the development of pensions policies. Implement annual pension increases and disablement in terms of schedule 4. Maintain pensions for both locals and foreigners. Maintain proper record management of pension files master data. Establish and maintain relations with stakeholders.
<u>ENQUIRIES</u>	:	Ms. P Sihlangu Tel No: (012) 319 9334
<u>POST 11/32</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/184 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 – R419 679 per annum
	:	Compensation Fund, Pretoria
	:	A Three year qualification in Industrial Psychology/ Management Services/ Human Resource Management. 2 years functional experience in Change Management Project initiatives. 2 years supervisory experience in Change Management Project initiatives Knowledge: Compensation Fund strategic Objectives, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Change Management models, tools, processes and techniques Legislative Requirement: Public Service Regulations (PSR), Public Service Act (PSA), Labour Relation Act. PFMA and National Treasury Regulations, White paper on transformation Skills: Personal interaction, Presentation, Root causes identification, Business Writing, Decision making, budgeting and Financial Management, Communication verbal and written, Continuous improvement, Performance Management, People Management, Planning and organising. Problem solving, Project or program management.
<u>DUTIES</u>	:	Coordinate and develop the Change management intervention plans for the Fund. Provide support to the Change Projects within the Fund. Coordinate the implementation of Change Management processes. Facilitate the implementation of transformation programmes. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. P Teffo Tel No: (012) 406 5672
<u>POST 11/33</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/185 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 – R419 679 per annum
	:	Compensation Fund, Pretoria
	:	A Three year qualification in Management Services/Operations Management/ Production Management/ Industrial Psychology/ Note: Human Resource Management/ Public Management/ Business Management should be supplemented by the certificate in either Applied Organisational Development certificate or Management Service. 4 Years functional experience in both organisational design and job evaluation at senior practitioner level. Knowledge: Compensation Fund services, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Work study techniques, procedures and methods, Job Evaluation system, processes and techniques Skills: Problem Solving, Root cause identification, Presentation, Planning and Organizing, Strong Analytic, Communication Skills- Both Written and Verbal, Report Writing, Driving, Decision making, Budgeting and Financial Management, Continuous improvement, Performance Management, Planning and organising.
<u>DUTIES</u>	:	Design and maintain the organisational structures and facilitate the reviews thereof, Facilitate and coordinate the development of job descriptions/profiles for

		Compensation Fund, Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund and, Management of resources. Ms Z Makua Tel No: (012) 406 5672
<u>ENQUIRIES</u>	:	
<u>POST 11/34</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE REF NO: HR 5/1/2/3/186</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A B.Com (with a major in Internal Auditing) degree or equivalent qualification. Certified Internal Auditor (CIA) or studying towards CIA will be an added advantage. A completed article contract with an audit firm.3-5 years experience in Internal Audit. 2-3 years supervisory experience in an audit environment Knowledge: Public Service, DoL and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, DPSA guidelines on COIDA, Legislative requirements: COIDA Act, Public Service Regulations, Public Service Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), RAF, Unemployment Insurance Act (UIA), LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency, Business Writing Skills, Required IT Skills, IT Operating Systems, Decision making, Self-Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness.
<u>DUTIES</u>	:	Co-ordinate and execute internal audit functions within the directorate. Provide input in monitoring the Fund's compliance with all relevant regulations and legislation. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. B Kalomba Tel No: (076) 0100 201
<u>POST 11/35</u>	:	<u>ASSISTANT DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/187</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Three Year B degree qualification in Business Management/Public Administration/Sociology/Psychology. 4 Years functional experience in Monitoring and Evaluation environment of which 2 years must be a Supervisory/Snr Practitioner level Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Monitoring and Evaluation Framework, Policy Research Framework. Application of research methodology Legislative Requirement: PFMA and National Treasury Regulations, COIDA, Public Service Act, Public Service Regulations Skills: Policy, monitoring and evaluation. Client orientation and customer focus, Programme and project management, Strong analytical skills, Communication (verbal and written), Conflict management, Planning and organising, Problem solving. Computer literacy, Report writing, Financial and budgeting management.
<u>DUTIES</u>	:	Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, provide policy support, development processes and maintain repository. Conduct the advocacy session for redefined and newly developed policies.
<u>ENQUIRIES</u>	:	Mr. MJ Ledwaba Tel No: (012) 406 5664

POST 11/36 : **ASSISTANT DIRECTOR: INDIVIDUAL LABOUR RELATION REF NO: HR 5/1/2/3/188**

SALARY : R356 289 – R419 679 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year tertiary qualification or an equivalent NQF level 6 qualification in Labour Relations. Three years supervisory experience in Employee Relations / Labour Relations environment. Knowledge: DOL and Compensation Fund business strategies and goals, Public Service Regulations, Relevant Stakeholder, Customer Service (Batho Pele Principles), Technical Knowledge, DPSA guidelines on COIDA. Legislative Requirements: Public Service Act of 1994, as amended, Public Service Regulations, as amended in 2009, Labour Relations Act, as amended Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, COIDA Act, Regulations and Policies, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Constitution Act 108 of 1996 (as amended). Skills: Labour relations, Business Writing Skills, Employee Relations, Decision making, Applied Strategic Management, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management. Inter personal, Problem Solving. Planning and Organising. Project or Programme Management, Team Leadership. Change Management.

DUTIES : Develop and implement labour relations policies and procedures. Manage the disciplinary and grievance process effectively and ensure sound labour relations.

ENQUIRIES : Handle the Dispute Resolution. Assist in the management of the Sub-directorate. Mr. S A Nesengani Tel No: (012) 406 5624

POST 11/37 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HR 5/1/2/3/189**

SALARY : R356 289 – R419 679 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Security Management. Private Security Industry Regulatory Authority Grade B. 2 years functional experience in Security Management. 2 years supervisory experience in Security Management Knowledge: Department of Labour and Compensation Fund regulations, policies and procedures, Customer Service principles (Batho Pele principles), Criminal Law, criminal procedures and law of evidence, Required Information Technology knowledge, Minimum information Security Standard (MISS), DPSA guidelines on COIDA, Compensation Fund Information Technology operating systems, Thorough understanding of Fraud and Corruption processes, External Environmental Awareness. Legislative Requirements: COIDA Regulations and Policies, Public Service Act, Occupational Health and Safety Act (OHSA), PFMA and National Treasury Regulations, General Knowledge of the Public Service Regulations. Criminal Procedure Act, Corruption Act. Skills: Required Technical Proficiency, Business writing, Required IT Skills, Data and records management, Telephone Skills and Etiquette, Security Skills, Investigative skills.

DUTIES : Coordinate and implement Security Compliance within the Fund. Facilitate security operations of the Fund. Coordinate the provision of operational and technical training. Assist in the management of resources.

ENQUIRIES : Mr. LL Selala Tel No: (060) 976 2260

DEPARTMENT OF MINERAL RESOURCES

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
- CLOSING DATE** : 05 April 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's license is a requirement, a clear certified copy must be attached (also certified within the past 3 months), It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 11/38** : **SENIOR INSPECTOR OF MINES: MINE EQUIPMENT REF NO: (DMR/19/0028)**
- SALARY** : R826 053 per annum (Level 12) (All inclusive package)
- CENTRE** : North-West Region, Klerksdorp
- REQUIREMENTS** : A Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the mining industry or Mine Health and Safety Inspectorate; Plus the following competencies: Knowledge of Mine Health and Safety Act. Extensive knowledge of mine equipment used on all types of mines, surface and underground. Knowledge of winders, boilers, elevators and chairlifts. Basic knowledge of Labour relations and human resources; Skills: High level management risk assessment techniques, Planning, Leading, Organising and Conflict resolution; Communication: Ability to communicate verbally and in writing at all levels to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mine equipment used in the mining industry,

- exemptions, permissions and proposed legislation; Creativity: Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement.
- DUTIES** : The appointee's primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No. 29 of 1996). Conduct inspections and audits. Conduct inquiries and investigations into accidents and incidents. Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines. Give support and assistance in the promotion of health and safety in the mining industry. Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms. Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry. Manage the regional office and office controls. Support and develop a transformation process within the regional office. Manage, support, supervise and train sub-ordinates.
- ENQUIRIES** : Mr W Motlhamme Tel No: (018) 487 4316
- NOTE** : This appointment is subject to pre medical examination of fitness and candidates must be in possession of valid Code 08 driver's license. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
- POST 11/39** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: (DMR/19/0027)**
- SALARY** : R697 011 per annum (Level 11) (All inclusive package)
- CENTRE** : Free State Region, Welkom
- REQUIREMENTS** : A Mine Environmental Control Certificate coupled with appropriate experience in the mining industry, Intermediate Certificate candidates can apply PLUS the following competencies: Knowledge: Mine Health and Safety Act and Regulations & Legal proceedings, Human Resource and Labour Relations Act, Understanding of the Department's policies aimed at optimal utilisation of mineral resources Hazards identification and risk management, Skills: Ability to interpret and apply Mine Health and Safety Act, High level of management skills, Ability to identify real problems on accidents Investigations, Conflict resolution skills, Ability to interpret and analyse accidents stats, Negotiation skills, Planning and organising skills, Budget control, Computer literacy, Ability to recommend mining engineering solutions, Communications: Ability to communicate verbally in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding Occupational hygiene methods and equipment used in the mining industry, exemptions, permissions and proposed legislation, Creativity: Innovative and creative thinking, Ability to work under pressure, Ability to analyse workload and work- related problems, Draft and implement a strategy to ensure improvement.
- DUTIES** : Monitor compliance to Mine Health and Safety Act, 1996, including audits, inspections and investigations on issues related to Occupational hygiene. Investigate Mine Related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Conduct shafts, surface and underground audits and inspections on occupational Hygiene matters at mines and give appropriate verbal and written instructions. Investigate, consult and make recommendations to other departments on closure Certificates prospecting rights, mining rights and permits, EMP's and township developments. Compile regional reports and give inputs to Head Office on the revision of Occupational Hygiene related regulations, drafting of guidelines and standard Directives, instructions, exemptions and permission Supervise and develop staff.
- ENQUIRIES** : Mr PH Nyaqcela Tel No: (057) 391 1371
- NOTE** : This appointment is subject to pre medical examination of fitness and candidates must be in possession of valid Code 08 driver's license. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

NATIONAL TREASURY

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

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.igr@treasury.gov.za.
- CLOSING DATE** : 08 April 2019 at 12:00 pm
- NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 11/40** : **DIRECTOR: INFRASTRUCTURE PERFORMANCE MONITORING AND OVERSIGHT REF NO: S022/2019**
Division: Intergovernmental Relations (IGR)
Purpose: Monitor infrastructure performance by Provinces through the design and implementation of monitoring systems for infrastructure delivery, preparation of credible monitoring reports and pro-active forecasting of financial or performance issues that should be addressed to promote seamless delivery of infrastructure projects.
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum Degree in Monitoring and Evaluation/ Economics/ Accounting / Built Environment / Engineering, A minimum 5 years' experience at a middle management level (Deputy Director) in the design and implementation of monitoring and evaluation systems in public service.
- DUTIES** : Infrastructure Progression Model [IPM]: Design and update the strategy to roll-out the Infrastructure Progression Model in partnership with the Office of the Presidency, Provincial Treasuries and the National Sector Departments, Facilitate the establishment and functioning of Self-Assessment and Moderator Review Structures at the National and Provincial spheres of Government, Monitoring Systems for infrastructure financial and performance indicators: Determine the minimum norms and standards for reporting on infrastructure and criteria for validation of credibility of information, Capacitate Provincial Treasuries to implement the Infrastructure Monitoring System, Infrastructure analyses and reports: Manage any deviations and/gaps in information and updating of the information , Propose recommendations for addressing financial and performance gaps in infrastructure and monitor implementation of recommendations by all Provinces, Infrastructure Reviews, Legislation and Policies: Determine the strategy to implement recommendations included in site visit reports by Provincial Departments through Provincial Treasuries and National Sector Departments, Prepare technical reports for budget review purposes, budget benchmarks and bids for infrastructure performance grants, Strategic Management: Align strategic priorities of National Treasury and the work plans, Liaise with strategic partners in the infrastructure service delivery value chain.

ENQUIRIES

: Ms Anne Tjale Tel No: 012 395 6608

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.

CLOSING DATE : 05 April 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

POST 11/41 : **ASSISTANT DIRECTOR: E-LEARNING ADMINISTRATOR REF NO: 2019/474/OCJ**

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: (SAJEI)

REQUIREMENTS : A three (3) year National Diploma: System/Computer Application/B Tech or equivalent qualification; 2-3 years' experience in online training related environment; Exposure to E-Learning platforms and LMS tools; Previous exposure to application of Microsoft office suite. Skills and Competencies: Knowledge of relevant SITA legislation; Knowledge of open source environment; Project management; Basic management and report writing skills; Problem solving skills; Stakeholder management skills; Ability to work under pressure; Client Orientation and Customer Focus.

DUTIES : Implementation of the Learning Management System; Provision of administrative, functional and technical support for LMS operation; Training for SAJEI staff and users on emerging technologies; Provide support to Judicial Educators in production and uploading of training materials; Support online training delivery and facilitation activities; Provision of technical support for the SAJEI's intranet page including assessment and implementation of new capabilities.

ENQUIRIES : Ms D Botha/Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533

APPLICATIONS : National Office: Midrand/Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

POST 11/42 : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES AND SECURITY REF NO: 2019/475/OCJ**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office

REQUIREMENTS : A three (3) year National Diploma/ Bachelor's Degree in Public Administration or Supply Chain or equivalent qualification; Three years' relevant experience in Office administration/management. Supervisory experience will be an added advantage;

- A valid driver's license (minimum code B). Skills and Competencies: Computer literacy; Good communication skills; Problem solving skills; Ability to work independently and meet deadlines; ability to attend to details and ensure the correctness of information; ability to work under pressure; Knowledge of facilities and or security administration. Ability to interpret and apply policies and procedures. Knowledge of Public Service Supply Chain and asset management.
- DUTIES** : Provide a coordinated administrative support service to the Directorate: Facilities, Security and Auxiliary Services; Provide administrative support to the facilities and Security Units; Maintain efficient and up to date records and statistics under the control of the Facilities and Security Units; Manage personnel and performance reporting to the line function. Collate and submit monthly and quarterly reports to the Facilities and Security Supervisors for quality assurance; Manage compliance to due dates for reporting; Intervene on challenges with stakeholders of the OCJ relating to activities of the Directorate. Provide administrative support for the unit's budget and expenditure control, manage and control assets under the control of the unit.
- ENQUIRIES** : Ms D Botha/Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533
APPLICATIONS : National Office: Midrand/Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- POST 11/43** : **PRINCIPAL COURT INTERPRETER REF NO: 2019/476/OCJ**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : North West High Court: Mahikeng
REQUIREMENTS : Grade 12 and a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5. Five years' practical experience as a Court Interpreter with a minimum of two years' supervisory experience; A valid driver's license. Proficiency in English and/or Afrikaans and in two or more indigenous languages; Skills and Competencies: Excellent Communication skills, listening skills, Interpersonal skills, time management, computer literacy, analytical thinking problem solving, planning and organising, confidentiality, ability to work under pressure and art of interpreting.
- DUTIES** : Render interpreting services in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Translate Legal Documents and exhibits; Develop terminology; Procure Foreign language Interpreters and casual interpreters in line with the PFMA; Control, supervise and attend to personnel administrative aspects of interpreters. To render supervisory services in the legal interpreting and language environment, provide mentoring and coaching to junior/senior court interpreters, manage performance of court interpreters, leave management for language services at the high court and develop related language glossary.
- ENQUIRIES** : Mr L Moetanelo Tel No: (018) 3977065
APPLICATIONS : North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

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** : 05 April 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.

OTHER POST

- POST 11/44** : **SENIOR ADMINISTRATION CLERK REF NO: 005/2019**
Unit: Travel and General Accounts Management
- SALARY** : R196 407 - R231 351 per annum (Level 06) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-year tertiary qualification (NQF 6) in Supply Chain Management/ Public Management, Finance or equivalent with at least 3 years' experience in Supply Chain Management or Travel of which at least 1 year must be in the travel and corporate environment. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must be able to effectively

operate in a highly sensitive environment that deals with confidential documents. Must have good Interpersonal relations, Planning and Execution skills. Ability to Manage/Control financial resources and work under enormous pressure. Knowledge of PFMA, Treasury Regulations, Public Service Act as well as other Supply Chain procedures and policies.

DUTIES

: The successful candidate will be responsible for providing travel and general account management services. This entails receiving, verifying and confirming travel and conference bookings with the travel agency; Assisting clients and handling enquiries related to travel and other general accounts i.e Building Leases, Landlines, newspapers, copier machines and other related services. Maintaining the travel and general account databases, monitoring the expiry of contracts and alerting end users in time. Maintaining the travel deviation register. Receive, record and process invoices related to travel and general accounts; Follow-up on outstanding invoices and ensuring that invoice are processed on time and as per Service Level Agreements. Detecting and reporting of irregular, fruitless and wasteful expenditure, and assisting the supervisor with follow ups and investigations. Filing and maintaining of records for audit purposes.

ENQUIRIES

: Ms J Mchunu Tel No: 012 312 0462

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.



- APPLICATIONS** : 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,
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 05 April 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. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 11/45** : **CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2019/60**
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)
- SALARY** : R1 189 338 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Management experience as a professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years' experience at a Senior Management level, Relevant professional council registration with at least 10 years' applied post-registration experience in relevant afore-mentioned disciplines, proven property development skills of 5 years is a prerequisite. Skills: Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy, Valid driver's license. Knowledge: Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.
- DUTIES** : The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and

implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.

ENQUIRIES : Mrs Sasa Subban Tel No: (012) 4061790

POST 11/46 : **CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2019/61**

(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)

SALARY : R1 189 338 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) or equivalent plus 5 years senior management experience in the relevant field (Property Management / Facility) Knowledge: Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, IDMS, Asset Management, Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Skills: Strategic capability and leadership. Programme and project management. Information and Knowledge management. Policy analysis and development. Client orientation and customer focus. Stakeholder management. Planning and coordination. Presentation and facilitation. Quality management. Ability to handle confidential information. Ability to work independently. Ability to work under pressure. A Valid Driver's license.

DUTIES : Lead the development of facilities management contracts:-Oversee the development of facilities contract management guidelines, norms & standard, policies and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services; Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.

ENQUIRIES : Ms N Makhubele Tel No: (012) 406 1623.

OTHER POST

POST 11/47 : **ASSISTANT DIRECTOR: VALUATION SERVICES REF NO: 2019/62**

SALARY : R444 693 per annum

CENTRE : Head Office: Pretoria

REQUIREMENTS : A three year tertiary qualification in Real Estate (Property Valuation) with appropriate and relevant experience in property Valuations. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's license. Knowledge of valuation of various types of properties and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advance report writing, Computer literacy, Planning and organizing, Diplomacy,

Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES

: Assist in the managerial functions and conduct valuation of various properties as delegated by the Director. Submit Valuation reports to the Land Affairs Board for assessment, ratification and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Assist in driving the mentorship programme for candidate valuers and associated initiatives. Promote the interest of the valuer's profession in general.

ENQUIRIES

: Mr. H Ndlovu Tel No: (012) 406 1888

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : 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.
- CLOSING DATE** : 05 April 2019 at 16:00
- NOTE** : 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.
- ERRATUM:** Kindly note that the post of Senior Personal Assistant with Ref No: 3/2/1/2019/138 for the Branch: Corporate Support Services (Pretoria) advertised in Public Service Vacancy Circular 10 dated 15 March 2019 has reference. The post was advertised with the incorrect postal/physical address, the correct address is as follows: 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. The closing date remain 29 March 2019. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

- POST 11/48** : **CHIEF DIRECTOR: NATIONAL GEO-SPATIAL INFORMATION REF NO: 3/2/1/2019/121**
Chief Directorate: National Geo-Spatial Information
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Western Cape
- REQUIREMENTS** : A Bachelor's Degree in Geomatics/Surveying (NQF Level 7). Registration with South African Geomatics Council in the Professional Category. 5 years' appropriate geomatics experience at a Senior Managerial level. Job related knowledge: Geo-spatial information management, Topographic framework information, Spatial data infrastructure, Performance management and monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the Management Information and Formal Reporting System, Dealing with misconduct, Internal Control and risk Management, Project Management principles and tools, The political landscape of South Africa, Geodetic surveying, Photogrammetry and remote sensing,

- Cartography. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Time Management, Business, Communication and Strategic Management. A valid driver's license.
- DUTIES** : Manage survey services. Determine Policy and standards for National Spatial Referencing System. Oversee control survey networks. Oversee the collection of geo-spatial data. Undertake development projects. Manage earth imagery and geo-spatial data. Determine Policy and standards for national aerial imagery and national topographic surveying. Collect and maintain earth imagery and geo-spatial data. Process topographical, land cover and land use data and maintenance of Integrated Topographic Information System. Undertake development projects. Manage the provision of mapping services. Determine Policy and standards for national mapping and related products. Produce line maps. Produce orthophoto images, maps and elevation data. Undertake development projects. Manage the provision of geo-spatial information and professional support. Determine Policy and standards for dissemination of products. Provide geo-spatial information products and services. Provide professional support and advisory services. Provide technical training. Provide management support services. Oversee client relations and marketing, including promotion of map literacy. Oversee quality assurance. Provide management information and reporting. Preserve geomatics records. Ensure the preservation of geomatics records of the Chief Directorate: National Geo-Spatial information.
- 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** : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.
- POST 11/49** : **CHIEF DIRECTOR: TENURE SYSTEMS REFORM REF NO: 3/2/1/2019/122**
Chief Directorate: Tenure Systems Reform
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Pretoria
: Bachelor's Degree in Law/Social Sciences/Economics/Land Administration (NQF 7). 5 years' of experience at a senior managerial level in land reform/land administration/land use management (at Provincial or National government level). Job related knowledge: Land Reform legislation (Tenure Reform, Redistribution and Restitution). Land Administration Legislation (Land Use Management, Land registration, Land surveying and Tenure Reform), Land Reform Policies, with special emphasis on tenure reform, General Public Service Legislation, Government Planning Processes. Job related skills: Research and analytical, Ability to write Policy documents and reports, Presentation and facilitation, Computer literacy, Leadership, Project Management, Financial Management. A valid driver's license. An agile and dynamic individual. An initiative, self-driven individual willing to travel and/or work irregular hours.
- DUTIES** : Develop land rights (commercial farming areas) operational Policies, procedures/guidelines and products. Monitor and review products, Policies, procedures and guidelines. Promote awareness on land rights legislation, Policies and products. Develop and provide training to facilitate implementation of relevant legislation. Ensure the registration of Communal Property Associations (CPAs) and promote good governance within CPAs. Oversee the registration and maintenance of CPA Registry. Apply existing instruments and develop mechanisms to promote good governance within CPAs. Monitor legal compliance by CPAs. Develop, monitor and review CPA related Policies and

procedures/guidelines. Provide training and capacity building. Coordinate the production of the CPAs annual report and generally oversee the implementation of the Communal Property Association Act. Develop tenure reform (communal and urban tenure) Policies, procedures/guidelines systems and products. Monitor and review Policies, procedures/guidelines and products. Promote awareness on tenure reform legislation, Policies and products. Develop and provide training to facilitate implementation of tenure reform legislation. Provide strategic management in the coordination of financial and non-financial service delivery in the Chief Directorate.

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 : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

POST 11/50 : **CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 3/2/1/2019/123**
Chief Directorate: Monitoring and Evaluation

SALARY : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree in Strategic Management/Monitoring and Evaluation/Public Management/Development Studies/Social Science. 5 years' experience at a senior managerial level. Job related knowledge: Strong leadership and managerial qualities, A good track record working with multi stakeholders, Transformation Policies and programmes, Understanding of government communication environment, framework and prescripts. Job related skills: Strategic capability and Leadership, Communication (verbal and written), Interpersonal relations, Analytical thinking, Problem solving, Conflict Management, Decision making, Project Management, Customer focus. A valid driver's license.

DUTIES : Conduct evaluation and research related to the programmes of the Department. Develop and maintain evaluation and research frameworks. Determine research areas. Initiate and conduct research and evaluation. Assess and analyse research material. Analyse and interpret research and statistical data. Produce and distribute report. Oversee the Departmental planning process and coordinate the approval and review process of strategic and Annual Performance Plans. Facilitate Departmental planning process. Collect and analyse information for strategic planning purposes. Coordinate review and approval process of strategic plans. Develop tools and systems to support strategic managers. Develop and ensure approval of the Annual Performance Plans. Monitor Departmental programme performance. Develop and maintain performance monitoring tools and frameworks. Monitor Departmental progress on the implementation of the strategic and operational plans. Report on strategic decisions required to maintain progress on strategic and operational plans. Monitor and report on Policy and legislation compliance. Provide/compile inputs for the Departmental annual report. Develop and ensure approval of Departmental annual reports. Manage Provincial monitoring and evaluation functions and provide quality assurance and technical support to the Provinces. Coordinate Provincial monitoring and evaluation functions. Provide technical support to Provincial monitoring and evaluation officers. Coordinate and facilitate the monitoring and evaluation forum. Provide capacity building and training for monitoring and evaluation.

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 : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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.

OTHER POSTS

POST 11/51 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2019/124**
Directorate: Tenure Reform Implementation

SALARY : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (OR Tambo/Alfred Nzo)
REQUIREMENTS : Bachelor's Degree in Humanities or Social Sciences or equivalent. 3 - 5 years' relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Policy development, Departmental legislation, Risk management. Job related skills: Planning and organisation, Communication, Computer literacy, Strategic thinking, Problem solving and analytical. A valid driver's license.

DUTIES : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and disputes resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA Constitution.

APPLICATIONS : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 11/52 : **DEPUTY DIRECTOR: GENERAL LEDGER AND EXPENSES REF NO: 3/2/1/2019/139**
Office of the Chief Registrar of Deeds
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY : R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma in Accounting/Financial Management. 3yrs experience at Management level in the Financial Management environment. Knowledge of Financial Accounting Systems (Accpac) and business process management systems. Generally Recognized Accounting Principles (GRAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme

setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times. A valid driver's license.

DUTIES : Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements are prepared according to International Accounting Standards. Prepare documents for audit requests/queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of General ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide recons to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests/queries. Providing support and guidance to clients. Financial Compliance Committee member. Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests/queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance. Discuss and sign PA, identify and/ or analyses training needs and update the PDP. Conduct mid -term and annual reviews. Conduct person-to-person training and complete training schedule. Nominate subordinates for training courses. Exercise discipline. Administration of leave and manage office hours. Provide management response to Audit request /queries. Review and implement risk register. Draft and implement section OPS plan.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
: Coloured, Indian and White Males, African, Coloured, Indian and White Females, and people with disabilities. However non designated group are also encouraged to apply.

POST 11/53 : **ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2019/140**
Office of the Chief Registrar of Deeds

SALARY CENTRE : R356 289 per annum (Level 09)
: Pretoria

REQUIREMENTS : National Diploma in Accounting. 3 years' supervisory experience in an accounting environment with specific focus on creditors and payments. Public Financial Management Act. Treasury Regulations. Public Service Regulation. Knowledge of Financial Accounting Systems (Accrual Accounting software, ACCPAC or related system). Knowledge of internal control system on payments or creditors. Supervision skills. Written and verbal communication skills. Computer skills. Presentation skills. Interpersonal skills. Good Liaison and team working. Planning and organising. A valid driver's license.

DUTIES : Settle all payments due to creditors within 30 days from receipt of Invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Review creditors and petty cash reconciliation. Review accrual/misallocations journals. Check/posting invoice adjustment for misallocation identified on the financial system. Check/posting documentation for sundry payments and petty cash. Provide support and guidance to clients. Verify information on pre-check register for payment (banking details and amount). Posting payment batch on Accpac. Make payment for debtors refund and S & T. Maintain creditor's age analysis. Prepare age payables report. Provide comments

on aged invoices. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Coordinate commitments control report from all cost centres. Analyse comments and make follow-up on long outstanding invoices. Consolidate commitment reports. Provide inputs on the preparation of the financial statements. Prepare sundry creditors accruals. Prepare and provide document for audit queries/requests. Compile supporting documents for clearing of misallocations. Provide creditor's month-end reports (30 days reports, Age analysis and consolidated commitment reports from all Deeds Offices). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Maintain filing for remittance advice/pay-slips. Maintain filing supplier's invoices. Verify recording of check numbers and payment date on AP Reconciliation. Maintain filing for Standard Bank EFT reports.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
: Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.

POST 11/54 : **PROJECT COORDINATOR REF NO: 3/2/1/2019/125**
Chief Directorate: Region 1

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Pretoria
: National Diploma in Built Environment Profession (Engineering/Town and Regional Planning/Architecture/Quantity Surveying. 2 years' experience in Built environment. Job related knowledge: Financial Management, Monitoring and Evaluation, Infrastructure planning and implementation, and Project Management. Job related skills: Communication, Computer literacy, Project Management, Budgeting and Financial Management, Diversity Management, Planning and Organise. A valid driver's license. Willingness to travel and work irregular hours.

DUTIES : Draft and monitor project specifications and Construction Industrial Development Board aligned bid documents. Monitor infrastructure interventions per Comprehensive Rural Development Programme site. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risks and implement measures for risk reduction to ensure projects are delivered on time in budget and with quality. Facilitate and monitor infrastructure projects. Assess the designs and project plans developed by consulting engineers. Facilitate project implementation. Report on project progress. Participate in the technical task team at local level. Monitor and follow-up with stakeholders on the implementation of infrastructure projects. Act as a link between identified stakeholders and service providers and Council of Stakeholders. Arrange and facilitate local and District meetings. Monitor and liaise with the local and District offices that need support and intervention. Monitor and maintain client and stakeholder relations. Determine project budget requirements. Identify capital and operational budget for the implementation of rural infrastructure within the Region over Medium Term Expenditure Framework in line with Departmental and Branch strategic and operational plans. Authorise infrastructure development invoices for the Region. Report weekly monitoring of budget expenditure according to projections for the Region.

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

LEARNERSHIP

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 : All race and gender groups and persons with disabilities are encouraged to apply.

OTHER POST

- POST 11/55** : **PUPIL GEOMATICS OFFICER (LEARNERSHIP) REF NO: 3/2/1/2019/126 (X30 POSTS)**
(24 Month Contract)
This is a re-advertisement, applicants who applied previously must reapply
- STIPEND** : R3 990 per month (Level 04)
CENTRE : Branch: National Geomatics Management Services
REQUIREMENTS : Grade 12/Senior Certificate with Math's and Physical Science. A minimum level 4, Higher Grade D or Standard Grade C on both subjects is required. Job related skills: Computer literacy, Presentation, Good interpersonal relations, Communication, Organise.
- DUTIES** : Acquire training in facilitating the process of technical examine services. Examine Diagrams. Examine general plans. Examine draft sectional plans. Acquire training in the dissemination of cadastral and topographical information. Retrieve, investigate and supply survey data to clients. Supply topographical maps and aerial photographs. Monitor and order stock/office copy of topographical maps and aerial photographs. Reserve parcel numbers electronically and or manually. Compile status reports for park and street closures. Acquire training in the capturing and maintenance of alpha and numeric data. Capture current diagrams and general plans and perform consistency check. Capture historic diagrams and general plans. Capture current and historical sectional titles. Capture current and historical survey records. Acquire training in scanning of cadastral documents, compiling, updating and maintaining of spatial maps and databases. Scan current diagrams and general plans and perform quality control. Scan historic diagrams and general plans and perform quality control. Scan current and historical sectional titles and perform quality control. Capture approved general plans and diagrams including servitude's and leases. Acquire training in maintenance and archiving of cadastral and related documents/records. Endorse proclamation of approved Township. Deduct and/or plot and/or endorse cadastral documents with registered land parcels, leases or servitude's. Endorse registered Sectional Titles. Amend approved cadastral documents. Archive cadastral documents and plans.

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered at Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Mr E Masindi
- CLOSING DATE** : 05 April 2019 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 11/56** : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND EMPLOYEE RELATIONS REF NO: (NDT01/2019)**
- SALARY** : R1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Labour Relations/Law or Human Resource Management; Minimum of 5 years' labour relations management / human resources working experience at middle/ senior management level. Knowledge and understanding of public sector policies, Acts and prescripts, especially regarding Human Resource and Labour Relations Management. Knowledge of HR practices in the Public Service and of HR formulas; PERSAL knowledge; Knowledge of change management principles; proven experience in policy development and implementation; strong communication, stakeholder liaison and project management skills. Computer literacy; the ability to think strategically and creatively; and a valid driver's license.
- DUTIES** : The successful candidate will report to the Chief Director: HR Management and Development and provide strategic leadership and direction with respect to the following key functions: Monitoring the implementation of HR legislative framework and directives; Managing and coordinating the development and implementation of recruitment and selection processes; Managing conditions of service and benefits; Monitoring HR trends and developments to inform recruitment and selection policy adjustments; Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Administration processes; Managing the human resource information systems; Developing and implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation; Assessing the capacity of human resource to deliver services; Developing and facilitating the implementation of the succession plan; Developing and monitoring the implementation of the Employment Equity Plan; Managing the analysis of HR reports; Managing the appointment of investigating

officers and presiding officers; Managing and facilitating the appointment of designated officers for grievance resolutions; Managing communication of the outcome of the investigations and grievance proceedings; Providing labour relations advisory and awareness services; Managing and facilitating the collective bargaining and dispute resolution processes; Facilitating and monitoring the implementation of the collective bargaining decisions and resolutions; Facilitating representation of the department in conciliations and arbitrations; Monitoring the implementation of the arbitration awards; Facilitating the development and implementation of labour relations policy framework and guidelines; Monitoring compliance of parties regarding labour relations policy; Establishing the strategic direction of the component to ensure alignment with departmental strategic objectives; Overseeing the development of Operational Plans to give strategic direction to business units; and Compiling management reports in a prescribed format.

ENQUIRIES

: Mr AM Mafanele Tel No: (012) 444 6135

NOTE

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

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 05 April 2019

NOTE : 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.

MANAGEMENT ECHELON

POST 11/57 : **CHIEF FINANCIAL OFFICER (CFO) REF NO: 050419/01**
Branch: Finance Main Account
(This is a re-advertisement. Applicants who have previously applied should re-apply)

SALARY : R1 446 378 per annum (Level 15) (All inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A relevant Bachelor Degree (NQF level 7) qualification as well as a postgraduate qualification (NQF level 8) in Finance or related areas. Professional certification in Finance/Supply Chain environment (CA/CIMA/SCCA/CPA/CIPS) will be an added advantage. Eight (8) - ten (10) years' experience at a senior management level. Of which at least (5) – five years should be in the financial environment. Knowledge and experience of GRAP/GAAP, the Public Finance Management Act 1 of 1999 (PFMA), Treasury Regulations, Medium Term Expenditure Framework (MTEF), as well as corporate governance. Knowledge of financial management, contract management, supply chain management and budgeting principles. Knowledge and understanding of the core business of the Department of Water and Sanitation will be an added advantage.

DUTIES : The successful candidate will be responsible for supporting the Director-General (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. It will be expected of the incumbent to manage the financial- and supply chain management functions of the Department and to ensure sound financial management in the Department. Specific focus areas will include but not limited to the following: Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective; Ensure the effective, efficient, economical and transparent use of the resources of the department; Take effective and appropriate steps to collect all money due to the department, prevent unauthorised, irregular and fruitless and wasteful expenditure; Ensure proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the

department; Settle all contractual obligations and pay all money owing, including inter-governmental claims, within the prescribed or agreed period; Ensure compliance by the department with the provisions of the PFMA; Ensure that expenditure of the department is in accordance with the vote of the department and the main divisions within the vote; Ensuring that full and proper records of the financial affairs of the department are kept (including preparation of financial statements for each financial year). Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Director-General pertaining to matters that have strategic and financial implications. Liaise with the relevant role players in the financial environment regarding transverse financial matters. Overseeing the management of financial- and human resources of the Office of the CFO. Note: Women and Persons with Disabilities are encouraged to apply.

ENQUIRIES : Mr C Greve Tel No: 012 336 8402
APPLICATIONS : 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 Mabile

OTHER POSTS

POST 11/58 : **CHIEF ARTISAN GRADE A (ELECTRICAL) REF NO: 050419/02**
 Branch: IBOM, Central Operations

SALARY : R365 646 per annum (OSD)
CENTRE : Upper Vaal (Vaal Dam)
REQUIREMENTS : Appropriate Trade Test Certificate in Electrical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's license (attach certified copy). Technical report writing skills. Good communication and computer literacy (word, excel and outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Full knowledge and understanding of seven (7) maintenance strategies.

DUTIES : Provide guidance to subordinates and assist Electrical maintenance personnel, responsible for maintenance of departmental infrastructure. Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding required refurbishment of Electrical installations to ensure compliance with legislations. Supervise Electrical refurbishment performed by contractors. Ensure compliance with OHS Act, with regard to testing of cranes and Electrical equipment's. Conduct internal Health and Safety audits. Investigate all accidents and report to management and Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the directorate. Provide inputs for budget and funds required to ensure compliance with OHS Act requirements for installations. Supervise and evaluate performance of subordinates.

ENQUIRIES : Mr PJ Bredenhaan, Tel: (016 371 3020 / 016 371 3030)
APPLICATIONS : Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932
FOR ATTENTION : BS Mbongo

POST 11/59 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 050419/03**
 Branch Chief Operations Office: Gauteng
 Div: Revenue Management (WTE)

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria Gauteng Office

- REQUIREMENTS** : A National Diploma or Degree in Financial Management with Accounting III as a major subject. Three (3) to five (5) years' experience in Financial Management of which three (3) years must be at supervision level in Revenue Management. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA). Knowledge of any ERP system with preference to SAP. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws Departmental policies and Laws. Framework for managing performance information. Business strategy transaction and alignment Problem solving, analytical and report writing skills. Computer literacy in Microsoft Office. Good verbal and written communication skills. Client orientation and Customer focus. A valid Driver's license (certified copy must be attached) and incubator must be willing to travel.
- DUTIES** : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage of strategic users in the Vaal River System (RVS) and ensure that users are billed accurately (in line with contractual agreements) and on time. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Attend to audit queries. Assist with the tariff determination process Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Facilitate training and development of staff.
- ENQUIRIES** : Ms G Skosana Tel No: 012 392 1324
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.
- POST 11/60** : **SAFETY OFFICER REF NO: 050419/04**
Branch: IBOM, Central Operations
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Vaal Dam and Potchefstroom
REQUIREMENTS : A National Diploma or Degree in Safety Management / Occupational Health and Safety. Three (3) to (4) four years' experience in Occupational Health and Safety/ SHE related field. Knowledge of OHS Act, and completed courses in SHE related legislation. SAMTRAC and OHSAS 18001 will be an added advantage. Valid Drivers' licence and be willing to travel regularly (attach certified copy). Computer literacy (attach a certificate) skills/Competencies: Leadership skills, Communication Skills (both written and verbal), Strong relationship building ability, analytical thinking, and self-confidence. Ability to work independently and within a team.
- DUTIES** : Attend OHS Committee meetings. Obtain minutes of the safety committee meeting. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willing to assist during emergency situation/incidents. Implement OHS system, Facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections, enhance safety awareness, ensure implementation of the OHS policies, report on all internal accidents and related incidents. Recommending any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.
- ENQUIRIES** : Mr PJ Bredenaar Tel No: (016 371 3020 / 016 371 3030)
APPLICATIONS : Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932
- FOR ATTENTION** : BS Mbongo

POST 11/61 : **CONTROL ASSISTANT TECHNICAL OFFICER (DATA MANAGEMENT - HYDROMETRY) REF NO: 050419/05**
Branch: Chief Operations Office: Gauteng
Div: Hydrometry

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
: Hydrometry Office (Boskop Dam)
: A Grade 12 with Mathematics / Mathematic Literacy and more than ten (10) years related experience in the field of hydrological data processing and management using Kisters Hydstra software. A thorough knowledge of and experience in hydrological processing, editing, auditing (quality control) and archiving is compulsory. Knowledge of and experience in the processing of water level recorder charts, flow meters, electronic logger data, evaporation data, dam returns, borehole data and dam spillway control gates are compulsory. Use of the Hydstra software to extract data management and statistical reports is required. Knowledge of the MS Office package, with experience in Word, Outlook, Power Point and Excel (which may be assessed if need be). Use of the Osiris operational management software will advantageous. Mathematics / Mathematic Literacy is compulsory. Willingness to travel and a valid code B (8) drivers license is required, as well as the attendance at in-house training, meetings and workshops at various locations countrywide. Good written and verbal communication skills are required. A high level of reliability, good interpersonal relationships and sound organizing skills are expected of the occupant of the post.

DUTIES : The successful candidate will be responsible for the management of the Data Management section. The officer will be responsible for the supervision and management of all personnel in the section and attending to their training needs, human resources requirements and performance management. The overall responsibility for the coordination and management of the capturing, processing, editing, evaluation and archiving of all collected surface and groundwater data in the Gauteng Hydrometry area of responsibility according to the required standard. Ensure that quality control is done on all processed data. Responsible for ensuring the proper registration and transfer of all collected water quality grab samples to Resource Quality Information Services. Liaison with technical officers to solve problems to ensure the quality of data collected. Compilation of monthly and quarterly management reports for performance reporting. Liaison with Head Office Hydstra Support to resolve system issues and maintain required process requirements. Supply reliable data and information to all internal and external clients and stakeholders immediately when requests are received. Supply the Directorate Surface and Groundwater Information at Head Office with all information or reports as requested.

ENQUIRIES APPLICATIONS : Mr PD de Villiers at 082 724 9457
: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)

FOR ATTENTION : Ms MMM Buyskes

POST 11/62 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 050419/06**
Branch: Chief Operations Office: Gauteng
(This is a re-advertisement. Applicants who have previously applied should re-apply)

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
: Pretoria Gauteng Office
: A National Diploma or Degree in Supply Chain management, Logistic, Purchasing Management or Financial management or Equivalent qualification. Three (3) years relevant experience in the field of Supply Chain Management. A valid driver's license will be an added advantage. Good verbal and written communication skills, computer literate, planning and organizing and problem solving skills. Knowledge of SCM practice notes and circulars, PFMA, Treasury Regulations, LOGIS and PPPFA. Disciplinary knowledge of Labour Law Problem Solving skills and ability

- to prioritize work, work under pressure. Knowledge of Financial Management. Supervision experience will be an added advantage.
- DUTIES** : Render the demand and acquisition support. Provide effective provisioning of logistical support services. Administer the payment processes of goods and services rendered. Attending to enquiries regarding SCM, delegations and payments. Submit monthly, quarterly and year end reports Ensure that outstanding payments are followed up. Manage the inventory store. Ensure, the price quotation or bidding process of ordering is applied. Ensure that all inventories are posted on ledger, inventories and stocktaking list. Ensure that reconciliation of stocktaking summaries is done and correction is made. Ensure that financial procedures are observed in the section. Supervisory of staff.
- ENQUIRIES APPLICATIONS** : Ms. NA Bonkolo Tel No: (012) 392 1335
- : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor ,Pretoria, 0001.
- FOR ATTENTION** : Mr D Masoga
- POST 11/63** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 050419/07**
Branch: Planning Monitoring and Evaluation
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
- SALARY CENTRE REQUIREMENTS** : R293 652 per annum (OSD)
 : Pretoria, Roodeplaat Dam
 : A National Diploma in Science or relevant qualification. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Three (3) years post qualification technical/scientific experience. Knowledge of analytical techniques such as Atomic Absorption Spectroscopy (AAS), Spectrophotometric Discrete Analysers, Inductive Coupled Plasma Spectroscopy (ICP) or Flow Injection Analysers (FIA). Computer literacy and ability to use software packages such as MS Word, MS Excel, Microsoft Outlook and Internet. Excellent communication (verbal and written) skills.
- DUTIES** : Prepare water/sediment samples Analyze water/sediment samples using analytical techniques such as AAS, Discrete analysers, ICP and FIA. Perform troubleshooting on instruments. Take part in proficiency testing sample analyses. Maintain and file quality control records for method accreditation. Maintain analytical instruments. Prepare reagents and standards. Investigate non-conforming work. Verification of mass balances. Perform maintenance on equipment and instruments. Supervise and train laboratory personnel to have a highly motivated and effective team. Plan training activities and perform Planned Job Observations (PJO's). Is expected to be trained on all laboratory related duties. Capture results on LIMS and similar information systems. Take part in method validation. Perform Occupational Health and Safety (OHS) inspections.
- ENQUIRIES APPLICATIONS** : Ms J. Lekekiso Tel No: (012) 808 9750
- : For purposes of response handling 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 Mabile
- POST 11/64** : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 050419/08**
Branch: Chief Operations Office: Gauteng
CD: Provincial Operations
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
 : Hydrometry Office (Boskop Dam)
 : A Senior Certificate / Grade 12 with Mathematics / Mathematic Literacy and between Six (6) to Ten (10) years experience in surface and groundwater fields. Knowledge in data processing and editing using Kisters Hydstra software. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment used for data

collection. Knowledge of Occupational Health and Safety. Good communication, interpersonal and organisational skills needed. Technical report writing skills is required. Computer literacy and understanding of relevant software programs used in data collection. Knowledge of Microsoft office programs. A valid code B drivers licence is required.

DUTIES : The successful candidate will be responsible for the supervision of the groundwater data collectors and will also be involved in the collection of surface and groundwater data. The Officer will be responsible for the capturing and processing of the data collected by subordinates. The officer will be responsible for the subordinates and attend to their training needs, human resources requirements and performance management. The officer will be responsible for communication and sorting of problems between the Boskop Office and Provincial and Head Offices. Extensive travelling will be done with the collection of the data and doing maintenance. Will be responsible for the record keeping of and transport of water samples collected. Will also be responsible for the installation and replacement of loggers at the groundwater and surface water monitoring sites as well the reading out of the data. The officer will also be expected to assist technicians and technical personnel with help where needed.

ENQUIRIES FOR ATTENTION APPLICATIONS : Mr G.J Venter, tel 018 298 9000
: Ms MMM Buyskes
: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Department of Water and Sanitation Office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom)

POST 11/65 : **SUPPLY CHAIN MANAGEMENT CLERK (SUPERVISOR) REF NO: 050419/09**
Branch: IBOM Southern Operations
Div: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Port Elizabeth
: A Grade 12 Certificate or equivalent. Three (3) to five (5) years' experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Good verbal and written communications skills. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and Teamwork. Basic knowledge of problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES : Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in needs. Identify redundant, no-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bids. Provide secretariat functions to bid committee. Check, place and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Consolidate demand plan inputs. Ensure contract performance is adhered to. Verify goods received from suppliers.

ENQUIRIES APPLICATIONS : Ms. N Tyobashe Tel No: 041 508 9747
: Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer

FOR ATTENTION : Mr. S Madyungu

POST 11/66 : **PERSONAL ASSISTANT REF NO: 050419/10**
Branch: Chief Operations Office: KZN

SALARY : R242 475 per annum (Level 07)

CENTRE REQUIREMENTS : Durban
: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Assist manager in determine funding requirements for the purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

ENQUIRIES APPLICATIONS : Mr T Khumalo Tel No: 031 336 2700
: KwaZulu-Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

FOR ATTENTION : The Manager (Human Resources)

POST 11/67 : **SENIOR WATER CONTROL OFFICER REF NO: 050419/11 (X3 POSTS)**
Branch: IBOM, central operations

SALARY CENTRE REQUIREMENTS : R196 407 per annum (Level 06)
: Upper Vaal (Vaal Dam)
: A National Diploma or Degree in Water Quality Management Production or Operational Management. Three (3) to (5) five years working experience in water control. Knowledge in controlling and managing the water distribution for all Government Water Schemes. State Dams, Irrigation Boards, Water Use Associations, Canals, and Rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementations

in OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance.

DUTIES : Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control time registers and leaves forms. Conduct routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme. The successful candidate will have to travel extensively and must be able to perform duties away from the office for periods of time.

ENQUIRIES : Ms LP Lotter Tel No: (016 371 3020 / 016 371 3039)
APPLICATIONS : Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

FOR ATTENTION : BS Mbongo

POST 11/68 : **ADMINISTRATION CLERK (TELECOM OPERATOR) REF NO: 050419/12**
Branch: IBOM Southern Operations
SD: HRA

SALARY : R163 563 per annum (Level 05)
CENTRE : Uitkeer
REQUIREMENTS : A Grade 12 qualification. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.

DUTIES : Operating the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensuring that customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and / or visitors. Updating the distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing of reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control – ensuring visitors sign in.

ENQUIRIES : Ms. N Bidli Tel No: (042) 243 6137)
APPLICATIONS : Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

POST 11/69 : **SENIOR ADMINISTRATION CLERK: TRANSPORT MANAGEMENT REF NO: 050419/13**
Branch: IBOM Central Operations

SALARY : R163 563 per annum (Level 05)
CENTRE : Vaal Dam
REQUIREMENTS : A National Senior Certificate. Previous working experience will serve as an added advantage. Knowledge of clerical functions, practices as well as the ability to capture date, operate computer and collate administrative statistics. Basic

knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability of ethical conduct.

DUTIES : Provide an efficient implementation and compliance to directives, policies and procedures related to transport management. Administer subsidised vehicles applications for adjudication Committee. Manage subsidy vehicles contracts, inspections, utilisations, maintenance and administering of related claims. Efficient management and operational control of fleet and departmental vehicles. Administer vehicle authorisations, operation and optimal utilisation and maintenance. Control risk, fraud and misuse of state vehicles. Administer transport accidents and traffic fines. Administer transport invoices and provision of monthly transport reports. Maintain an efficient filing system, keeping updated registers, databases and implement systems and procedures for tracking and tracing of transport documents. Liaise with service providers and regional office on matters related to transport management. Provide advisory services to officials and management on transport related matters. Perform driver and other administration support related duties as and when there is a need.

ENQUIRIES APPLICATIONS : Mr BS Mbongo Tel No: (016) 371 3020 / 016 371 3033

: Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

FOR ATTENTION : BS Mbongo

POST 11/70 : **SENIOR SECURITY OFFICER REF NO: 050419/14 (X6 POSTS)**
Branch: IBOM Central Operations

SALARY CENTRE REQUIREMENTS : R163 563 per annum (Level 05)
: Vaal Dam NKP
: A National Senior Certificate. Driver's license (attach certified copy). Grade C PSIRA registered. National key point Certificate. SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results and accepted by the NKP registrar. One (1) to (2) two years working experience in the security industry, preferably in NKP environment. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security code of conduct. Registration with NKP secretariat. Registration with PSIRA. Firearm competency. Good listening skills.

DUTIES : Control access functions. Ensure prohibition of unauthorized removal of equipments. Ensure security/safety in the building and premises, ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises, ensure all incidents are recorded in the occurrence books/registers, directing and escorting visitors who are not familiar with the Departmental premises, The incumbent must be prepared to work shifts and overtime when there is a need. Guarding and patrolling of the National key point participate, investigate crime related incidents.

ENQUIRIES APPLICATIONS : Mr SJ Mokoena or Mr IO Motaung Tel No: (016) 371 3020/016 371 3042

: Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

FOR ATTENTION : BS Mbongo

POST 11/71 : **DRIVER OPERATOR REF NO: 050419/15**
Branch: IBOM Central Operations

SALARY CENTRE REQUIREMENTS : R136 800 per annum (Level 04)
: Upper Vaal (Vaal Dam)
: A Grade 10 certificate. Driver's license / Operator license (attach certified copy). One (1) to (3) three years experience in driver / operator services. Knowledge in driving services. Knowledge in operating services. Knowledge of organisational

policies and procedures. Knowledge of process flow. Basic knowledge in technical services. Knowledge and understanding of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Understanding of delegation authority, financial management and knowledge of PFMA. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Knowledge of analytical procedures. Knowledge of library science.

DUTIES

: Transporting employees to different destinations during working hours. Collecting goods from different vendors/ service providers, Ferrying employees to and from work, ensuring that vehicle is maintained and serviced regularly, Able to operate tractor and JCB machine. Promote Health and Safety on an ongoing basis and perform other relevant duties.

ENQUIRIES

: Ms NP Chego Tel No: (016) 371 3020/016 371 3053)

APPLICATIONS

: Please forward your application to the Area Manager: Vaal Dam Area Office, Infrastructure Building, Operations and Maintenance: Central Operation, Department of Water and Sanitation, Private Bag X02, Deneysville, 1932

FOR ATTENTION

: BS Mbongo

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

CLOSING DATE : 05 April 2019

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

OTHER POSTS

POST 11/72 : **MEDICAL SPECIALIST: GENERAL SURGERY: GRADE 1: REF NO: H/M/8**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : R1 051 368 per annum (OSD)

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : Registration with HPCSA as Medical Specialist in a normal specialty. Experience: Grade 1: none after registration with HPCSA in a normal specialty. Knowledge and Skills: ACLS, ATLS, APLS.

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

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

APPLICATIONS : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1115, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 11/73 : **REGISTRAR (X28 POSTS)**

SALARY : R780 612 per annum (OSD). (Applicants might be required to enter into a commuted overtime contract.)

CENTRE : Universitas Hospital, Bloemfontein:
Internal Medicine Ref No: H/R/1 (X6 Posts)
Obstetrics & Gynaecology Ref No: H/R/2 (X1 Post)
Paediatrics Ref No: H/R/3 (X3 Posts)

		Oncology Ref No: H/R/4 (X1 Post)
		Neurosurgery Ref No H/R/5 (X3 Posts)
		Orthopaedics Ref No: H/R/6 (X2 Posts)
		Anaesthesiology Ref No: H/R/7 (X5 Posts)
		General Surgery Ref No: H/R/8 (X2 Posts)
		Otorhinolaryngology Ref No: H/R/9
		Diagnostic Radiology Ref No: H/R/10 (X1 Post)
		Psychiatry Ref No: H/R/11 (X1 Post)
		Dermatology Ref No: H/R/12 (X2 Posts)
<u>REQUIREMENTS</u>	:	MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver's license. South African citizen. Knowledge and Skills: Additional qualification e.g Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: (051) 405 3496
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1115, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 11/74</u>	:	<u>ASSISTANT MANAGER NURSING: PNB-4 REF NO: H/A/17</u>
<u>SALARY</u>	:	R581 826 per annum (OSD)
<u>CENTRE</u>	:	Thabo Mofutsanyana District, Witsieshoek
<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualification. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience (in curative skills in PHC) and at least 3 years must be appropriate / recognizable experience at Management Level. Knowledge and Skills: Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good inter personal relations.
<u>DUTIES</u>	:	Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care Services in the sub-district. Responsible for overall management of coordination of PHC services. Establish and implement quality improvement initiative and related PHC programs. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control PHC cost center. Address and handle concerns of PHC cost services. Responsible for identification, management and monitoring of all nursing risks that may cause harm/put live of patient in danger.
<u>ENQUIRIES</u>	:	Me M C Ramokotjo, Tel No: (058) 7130515 ext. 148
<u>APPLICATIONS</u>	:	The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
<u>FOR ATTENTION</u>	:	Mr Shabangu
<u>POST 11/75</u>	:	<u>ASSISTANT MANAGER NURSING: PNB-4 REF NO: H/A/25</u>
<u>SALARY</u>	:	R581 826 per annum (OSD)
<u>CENTRE</u>	:	Maluti-A-Phofung, Thabo Mofutsanyana District, Witsieshoek
<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualification. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic

qualification in curative skills in PHC and at least 3 years of the period referred to above, must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge and Skills: Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good inter personal relations.

DUTIES : Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care Services in the sub-district. Responsible for overall management of coordination of PHC services. Establish and implement quality improvement initiative and related PHC programs. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control PHC cost center. Address and handle concerns of PHC cost services. Responsible for identification, management and monitoring of all nursing risks that may cause harm/put life of patient in danger.

ENQUIRIES : Me M C Ramokotjo Tel No: (058) 7130515 ext. 148

APPLICATIONS : The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

FOR ATTENTION : Mr Shabangu

POST 11/76 : **ASSISTANT MANAGER NURSING PNA-7: CUSTOMER CARE: REF NO: H/A/20**

SALARY : R532 449 per annum (OSD)

CENTRE : Provincial Specialist and Standard Compliance Unit: Corporate Office

REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at operational management level. (Customer care and /or adverse events management). Current registration with South Africa Nursing Council. Motor vehicle license. Knowledge and Skills: Knowledge and understanding of OHSC regulations, policies and acts. Computer literacy i.e. (Ms. Word, Excell, Power Point). Ability to work independently and in a multi-disciplinary team context. Ability to communicate difficult issues with complainants. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

DUTIES : Oversight of health facilities compliance with patient safety reporting and investigations and management and finalization of complaints. Provide assistance, support to the provincial complaints and adverse events call center and operational management of the unit Develop and monitor policy implementation within all facilities Directs and assist in preparing reports and statistics for the relevant corporate oversight committees. Interact with relevant managers, doctor's nurses and other relevant stakeholders to provide information, resolve complaints and adverse incidents and identify new opportunities to improve quality and customer satisfaction and reduce costs. Develop and monitor coordination of patient safety incident management and complaints management programs in all facilities in the province. Do critical assessments for compliance with national and professional standards where necessary in support of facility self-assessments and licensing processes. Plan and facilitate relevant in-service training on complaints and patient safety incident management including clinical risk management. Make recommendations regarding investigation and finalization of incidents and complaints.

ENQUIRIES : Dr M G Schoon Tel No: (051) 4081708/9

APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/77 : **ASSISTANT MANAGER: NURSING PNA-7: INFECTION PREVENTION AND CONTROL REF NO: H/A/21**

SALARY : R532 449 per annum (OSD)
CENTRE : Provincial Specialist and Standard Compliance Unit; Corporate Office
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. (Infection Prevention and Control). Qualification in infection control Current registration with South Africa Nursing Council. Knowledge and understanding of OHS regulations, policies and acts. Computer literacy i.e. (Ms.Word, Excel, Power Point). Motor vehicle license. Knowledge and Skills: Ability to work independently and in a multi-disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

DUTIES : Oversight of health facilities compliance with infection prevention and control and antimicrobial stewardship and make recommendations to the provincial management. Support Quality Assurance and initiatives by means of monitoring the implementation and adherence to National and Provincial Infection Prevention Control (IPC) policies and Core Standards. Develop and monitor policy implementation within all facilities. Directs and assist in preparing reports and statistics for the relevant corporate oversight committees. Interact with relevant managers, doctor's nurses and other relevant stakeholders to provide information, resolve infection control problems and identify new opportunities to improve service and reduce costs. Develop and monitor coordination of infection prevention and control programs in all facilities in the province. Do critical assessments for compliance with national and professional standards where necessary in support of facility self-assessments and licensing processes. Plan and facilitate relevant in-service training in infection control and risk management. Make recommendations regarding construction, renovation and environmental assessments on infection prevention and control.

ENQUIRIES : Dr M G Schoon Tel No: (051) 4081708/9
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/78 : **OPERATIONAL MANAGER: SPECIALTY: PNB-3: REF NO: H/O/3**

SALARY : R532 449 per annum (OSD)
CENTRE : Fezi Ngubentombi Hospital, Sasolburg
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advance Paediatric Nursing Science, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: Knowledge of the Public Service Act and regulations and Public Finance Management Act (PFMA). Knowledge of OSD for nursing. Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional /legal framework. Provision of effective support Nursing Services. Coordination of provision of effective training and research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of human resources. Ensure the implementation of Child Health Programs. Provide

holistic nursing care to National Core Standard and Ten Point Plan. Management of assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

ENQUIRIES : Me N M Mokoena Tel No: (016) 970 9420
APPLICATIONS : The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
FOR ATTENTION : Me S M Mokadi

POST 11/79 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/7 (X9 POSTS)**

SALARY : R532 449 per annum (OSD)
CENTRE : Thabo Mofutsanyana District, Witsieshoek (Maluti-A-Phofung La Clinics)
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Valid driver's license. Knowledge and Skills: Appropriate Bachelor's Degree/Diploma as well as Nursing Management will be an added advantage. Ability to work under pressure. Ability to implement and manage change. Good verbal and written communication skills. Confidentiality. Good interpersonal relations.

DUTIES : Ensure that a holistic care service is delivered to patients in a cost effective, efficient and equitable manner by the clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care package in order to provide a quality Primary Health Care Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and well-informed community. Manage all resources allocated to the facility to ensure a cost effective PHC service. Management, qualification skills and experience. Attend relevant meetings and training. Arrange training for subordinates where necessary. Control leave of clinic personnel. Management of official's arrival, lunch and departure time (Time Management).

ENQUIRIES : Me M C Ramokotjo Tel No: (058) 7130515 ext. 148
APPLICATIONS : The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

FOR ATTENTION : Mr Shabangu

POST 11/80 : **OPERATIONAL MANAGER: PNB-3: MATERNITY UNIT REF NO: H/O/10**

SALARY : R532 449 per annum (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: Valid driver's license. Experience in National Core Standards and Management of information. Good interpersonal and communication skills. Computer literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources (Human and material). Participation with training and research. Provision of support to nursing services, Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital setup. Manage patients according to National Core Standards and Scope of Nursing Practice. Formulate and develop operational policies and guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders.

ENQUIRIES : Me H H Mofokeng Tel No: (051) 533 0211

APPLICATIONS : The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781

FOR ATTENTION : Me Z A Yawathe

POST 11/81 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/9**

SALARY : R532 449 per annum (OSD)

CENTRE : Thebe Hospital, Harrismith

REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year IN Advance Midwifery, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: Registration with the SANC.

DUTIES : Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Coordination of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Sr. P P Twala Tel No: (051) 8739800

APPLICATIONS : The Chief Executive Officer, Thebe Hospital, Private Bag x 871, Harrismith, 9830

FOR ATTENTION : Mr S S Mofokeng

POST 11/82 : **ASSISTANT DIRECTOR: NURSING: PNA -7: (MATERNAL AND PERINATAL HEALTH) REF NO: H/A/22**

SALARY : R532 449 per annum (OSD)

CENTRE : MNCWH & Youth Health; Corporate Office

REQUIREMENTS : Degree/Diploma in Nursing and Midwifery, current registration with the South African Nursing Council (attach proof). A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver's license. Knowledge And Skills: Experience in maternal health. Post graduate diploma in Health Management.

DUTIES : Facilitate, support, monitor and evaluate Maternal & Perinatal Health in the province. Coordinate and promote implementation of policy on Maternal, Perinatal and Neonatal Services. Develop and review policies pertaining to Maternal, Perinatal and Neonatal Health Services. Facilitate training of personnel for capacity building within maternity services. Effective and efficient utilization of resources. Participate in marketing of Maternal, Perinatal and Neonatal Health Services.

ENQUIRIES : Ms L.P. Mangoejane Tel No: (051) 408 1177

APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/83 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/6**

SALARY : R532 449 per annum (OSD)

CENTRE : Mangaung Metro District

REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic Clinical Health Science Speciality nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority

health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

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

ENQUIRIES : Me N J Ramarou-Makhoali Tel No: (051) 447 2197

APPLICATIONS : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein

FOR ATTENTION : Mr T A Mokoqo

POST 11/84 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH: GRADE 1: WASTE MANAGEMENT REF NO: H/A/18**

SALARY : R489 429 per annum (OSD)

CENTRE : Health Support; Corporate Office

REQUIREMENTS : B Tech or BSc in Environmental Health. Registration with the (HPCSA) as Environmental Health Practitioner. A minimum of 3 year's appropriate experience after registration with HPCSA as Environmental Health Practitioner. Valid driver's license. Risk waste contract management. Appropriate experience in Health Care. Knowledge and Skills: Extensive knowledge in Environmental Health field (at least 10 years') after registration with the HPCSA in the relevant profession.

DUTIES : Develop, monitor and evaluate the implementation of policies, guideline, systems, procedures and operational plans. Providing professional, technical and management support for the provision of quality health care services to internal and external clients. Ensuring effective and efficient resource management. Manage and mitigate health care waste risks. Maintain sound financial and supply chain management discipline. Establish, attend and or convene provincial forums that seek to further the aims of waste management and green economy in the province. Monitor waste management service in the province. Analyze, utilize and manage waste management information for decision making.

ENQUIRIES : Mr J M Mokgatle Tel No: (051) 408 1540/1541/1422

APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/85 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH: GRADE 1: FOOD CONTROL REF NO: H/A/19**

SALARY : R489 429 per annum (OSD)

CENTRE : Health Support; Corporate Office

REQUIREMENTS : B Tech or BSc in Environmental Health. Registration with the (HPCSA) as Environmental Health Practitioner. A minimum of 3 year's appropriate experience after registration with HPCSA as Environmental Health Practitioner. Appropriate experience in Food Safety. Valid driver's license. Risk waste contract management. Knowledge and Skills: Extensive knowledge in Environmental Health field (at least 10 years') after registration with the HPCSA in the relevant profession.

DUTIES : Develop, monitor and evaluate the implementation of policies, guideline, systems, procedures and operational plans. Providing professional, technical and management support for the provision of quality health care services to internal and external clients. Ensuring compliance to Foodstuffs Cosmetics and Disinfectant's Act, 1972(Act 54 of 1972) and related Regulations. Facilitate the investigation of all food quality and safety related complaints received from consumers and introduce appropriate remedial measures. Maintain sound financial and supply chain management discipline. Establish, attend and or convene provincial forums that seek to further the aims of food safety in the

province. Analyzing, utilization and managing Food Safety information for decision making.

ENQUIRIES : Mr J M Mokgatle, Tel No: (051) 408 1540/1541/1422

APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/86 : **OPERATIONAL MANAGER: PN-A5 REF NO: H/O/4**

SALARY : R420 318 per annum (OSD)

CENTRE : Nketoana Hospital, Reitz

REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Recommendations: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Me H van Coller Tel No: (058) 863 2806

APPLICATIONS : The Chief Executive Officer, Nketoana Hospital Private Bag X5, Reitz, 9810

FOR ATTENTION : Mr. P P Radebe

POST 11/87 : **CLINICAL PROGRAM COORDINATOR: PNA-5: INFECTION PREVENTION AND CONTROL REF NO: H/C/20**

SALARY : R420 318 per annum (OSD)

CENTRE : Phekolong Hospital, Bethlehem

REQUIREMENTS : Degree/ Diploma in Health Care Management. Diploma/Certificate in Infection Prevention and Control. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Knowledge and Skills. A thorough knowledge of Basic Principles of Infection Prevention and Control. Ability to impart knowledge related to safe practices of infection Prevention Control.

DUTIES : Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital acquired in any given month in order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Monitors environmental hygiene and works (newly CCSD Operator) where applicable in close collaboration with the house-keeping services to ensure adherence to proper cleaning techniques at all times. Monitor frequent changing of air filters by technical services, at least six monthly intervals and keep proper record thereof. Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing etc. Conduct spot checks/unannounced visits in the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all times during encounters with patients e.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external), which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Development, implementation and reviewing of policies related to infection prevention and control. Orientation and induction on infection prevention and control to all newly appointed personnel so that they are acquainted with the organizational culture of the institution. Develop quality improvement projects as informed by challenges identified that would

otherwise post threat to the well-being of the beneficiaries of the service. Acts on advisory capacity to hospital management about the latest developments in field of infection prevention and control and improved methods of embarking upon activities with resultant better outcomes.

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

POST 11/88 : **OPERATIONAL MANAGER: PN-A5 REF NO: H/O/4**

SALARY : R420 318 per annum (OSD)
CENTRE : Nketoana Hospital, Reitz
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Knowledge and Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Me H van Coller Tel No: (058) 863 2806
APPLICATIONS : The Chief Executive Officer, Nketoana Hospital, Private Bag X5, Reitz, 9810
FOR ATTENTION : Mr. P P Radebe

POST 11/89 : **CLINICAL PROGRAM COORDINATOR; PNA-5: NUTRITION AND CHILD HEALTH REF NO: H/C18**

SALARY : R420 318 per annum (OSD)
CENTRE : Mncw & Youth Health; Corporate Office
REQUIREMENTS : Diploma/degree in nursing. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council. A valid driver's license. Knowledge and Skills: Experience in Expanded Program on Immunization (EPI) and EPI disease Surveillance

DUTIES : Facilitate and oversee surveillance for immunization preventable diseases (AFP, Measles, neonatal tetanus). Utilize information technology and other management information systems to enhance disease surveillance. Manage and utilize resources in accordance with relevant directive and legislation. Establish, maintain and participate in inter – professional and multidisciplinary teamwork that promotes an effective and effective EPI disease surveillance system. Manage, analyze and interpret data and take appropriate measures to address identified challenges. Provide professional and technical support in the management of disease outbreaks. Maintain standards and norms of nursing practice to promote EPI disease surveillance.

ENQUIRIES : Ms L.P. Mangoejane Tel No: (051) 408 1177
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/90 : **CLINICAL PROGRAM CO-ORDINATOR: PNA-5 REF NO: H/C/19**

SALARY : R420 318 per annum (OSD)
CENTRE : Mangaung Metro District
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Valid driver's license

(code EB 8). Recommendations: Ability to work under pressure and meet deadlines. Community participation and liaison qualities. Ability to implement and manage change. Good written and verbal communication. Good interpersonal relations.

DUTIES : Strengthen local communities and civil society for the implementation of primary health care services. Monitor and support implementation of health programs including HIV/AIDS and TB within the local communities in the District. Mapping of NPO core business, geographical location, integration and management. Collect, collate and analyze data from funded NGO's and reporting. Monitor integration through proper coordination and collaboration with civil society and other NGO's. Monitor implementation and adherence of sound procurement processes, financial and human resource management.

ENQUIRIES : Me N J Ramarou-Makhoali Tel No: (051) 447 2197
APPLICATIONS : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein

FOR ATTENTION : Mr T A Mokoqo

POST 11/91 : **CLINICAL HEALTH PRACTITIONER: (PNB-1) REF NO: H/C/15**

SALARY : R362 559 per annum (OSD)
CENTRE : Tswaraganang Clinic, Dealesville: Lejweleputswa District
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Clinical Nursing Science, Health Assessment and Care. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. SANC receipt to practice for the current year. Valid driver's license. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

DUTIES : Provision of optimal, holistic specialized nursing care with standards and within a professional/ legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain a professional growth / ethical standards and self-development. Detailed Key Performance Areas can be obtained from the contact person.

ENQUIRIES : Me T V M Motsalane Tel No: (057) 910 3200/3222
APPLICATIONS : The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460
FOR ATTENTION : Me L Bester

POST 11/92 : **OPERATIONAL MANAGER: PNB-1: MATERNITY UNIT REF NO: H/O/11**

SALARY : R362 559 per annum (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year Midwifery and Neonatology, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge and Skills: an additional post basic qualification of one-year duration. Knowledge of the management of people, finance and conflict management. Computer literacy. Must be willing to work shifts. Ability to provide holistic nursing care.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources (Human and material). Participation with training and research. Provision of support to nursing services, Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me H H Mofokeng Tel No: (051) 533 0211
APPLICATIONS : The Chief Executive Officer, Botshabelo Hospital Private Bag X527, Botshabelo, 9781

FOR ATTENTION : Mr K J Molise

POST 11/93 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: H/M/6**
(This is re-advertisement, all applicants who previously applied must re-apply)

SALARY : R356 289 per annum. (Level 09)
CENTRE : Planning and Performance Oversight, Provincial Office, Bloemfontein
REQUIREMENTS : National Diploma/Bachelor's Degree in Management Sciences, Health Sciences or Social Sciences. 3-5 Years' functional experience of which 2 years' must be on supervisory level in the health sector public service management, M&E, Quality Assurance. Proven working knowledge on the area of M&E and / or planning. Understanding of Government planning and reporting framework and prescripts. Facilitation skills, Leadership and supervisory skills, Report Writing Skills, Analytical skills (related to health information), Problem solving skills. Presentation Skills. Computer skills (Word, Excel and Power Point). A Valid Driver's License. Preparedness to travel within the Free State Province and Nationally.

DUTIES : Develop and implement the Department's Monitoring and Evaluation Policy and or implementation strategy (in line with national, provincial and or District frameworks). Develop the Department's Monitoring and Evaluation Reporting format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non –financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource/ verification of documents as required by the Auditor General. Undertake monitoring exercises in Health Programmes, Districts and Facilities. Monitor and report on the performance of the Department and conduct performance investigations in the Department. Participate in the relevant National and/or Provincial meetings related to M&E. Participate in conducting programme evaluations in line with the Department's Evaluation Plans. Participate in and contribute to Municipal Integrated Development Plans.

ENQUIRIES : Mr,BJ Oliphant Tel No: (051) 408 1445
APPLICATIONS : The Director: HRM and Planning, PO Box 227 Bloemfontein 9300 or hand delivered @ entrance, Bophelo House Cnr Charlotte Maxeke and Harvey Road Bloemfontein, 9300

FOR ATTENTION : Ms NP Mpu

POST 11/94 : **ASSISTANT DIRECTOR: ADMIN: REF NO: H/A/14**

SALARY : R356 289 per annum (Level 09)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : An appropriate three-year Degree/Diploma with extensive appropriate administrative and management experience. 3-5 Years' relevant functional experience of which 2 years' must be on supervisory level in the Public Sector. Knowledge And Skills: Computer literate. Good interpersonal relation skills. Ability to work under pressure. Training on PERSAL, LOGIS and BAS.

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Ensure the successful implementation of relevant departmental/public service policies. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/personnel on Human Resource Administration matters to enhance the correct implementation of personnel administration practices/policies. Management of Human Resources which include, inter alia: Training and development of official, Performance Management, work allocation. Approve transactions on Persal according to delegations. (Act as Persal Controller, if appointed. Be part of Executive Management of the complex, responsible for administration and finance, namely: Supply Chain Management, Admissions and Revenue, Human Resources Sub-division, Security Services, Mortuary, Porters, Technical Services, Housekeeping, Food Service Aid and Laundry, Risk Assessment and Monitoring, National Core Standards and monitoring. Ensure an effective and cost effective staff development programme in line with the business plan of the Institution. Provide strategic leadership in Employment relations in terms of existing departmental and national prescripts or execute management functions and tasks

in support of Executive Management. Implement and ensure appropriate systems and policies for effective, efficient and economic management of resources. Ensure efficient HR Management. Provide operational support services in the hospital. Ensure sound financial management of the Hospital. Act as Secretary of the Hospital Board. Management of staff.

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

POST 11/95 : **ASSISTANT DIRECTOR: AMIN REF NO: H/A/24**

SALARY : R356 289 per annum. (Level 09)
CENTRE : Dr J S Moroka Hospital, Seloshesha
REQUIREMENTS : An appropriate three-year Degree/Diploma with extensive appropriate administrative and management experience. 3-5 Years' relevant functional experience of which 2 years' must be on supervisory level in the Public Sector. Knowledge and Skills: Computer literate. Good interpersonal relation skills. Ability to work under pressure. Training on PERSAL, LOGIS and BAS.

DUTIES : Manage and co-ordinate Human Resource, Finance, Auxiliary Services and Supply Chain Management administration matters within the Institution to contribute to the rendering of a professional human resource management service. Ensure the successful implementation of relevant departmental/public service policies on matters related to Human Resource, Finance, Auxiliary Services and Supply Chain Management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on administration issues. Inform, guide and advise personnel on Administration matters to enhance the correct implementation of personnel administration practices/policies. Management of HRM which include, inter alia: Training and development of officials. Performance Management and work allocation. Manage Labour Relation Issues. Provide inputs on the development/ amendments of administration policies and practices. Supervise the Skills Development practices and national Core Standards. Authorise transactions on PERSAL, LOGIS and BAS.

ENQUIRIES : Mr M D Makgisa Tel No: (051) 8739800
APPLICATIONS : The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Seloshesha, 9785
FOR ATTENTION : Mr G J Molokoane

POST 11/96 : **OCCUPATIONAL THERAPIST: GRADE 2 REF NO: H/O/5**

SALARY : R352 707 per annum (OSD)
CENTRE : Vocational Evaluation and Rehabilitation
REQUIREMENTS : Registration with the HPCSA as an Occupational Therapist. Experience: Minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Evaluation and treatment of patients: Screening and assessment of an official's ability to work to determine the need for further intervention. Manage work placements. Improve the fit between the worker, the work environment and the job requirements. Work modification/redesign (ergonomics) and prevent work related injuries in the workplace. Design and implement work hardening programmes. Attendance of team meetings. Supervision of Occupational Therapy students. Executing of administrative tasks related to area and patients. Care and maintenance of equipment and consumable stock.

ENQUIRIES : Me C Vrey Tel No: (051) 408 1533
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/97 : **ARTISAN FOREMAN: GRADE A: PRODUCTION: (AIR CONDITIONING) REF NO: H/A/16**

SALARY : R286 500 - R326 055 per annum (OSD)
CENTRE : Pelonomi Hospital, Bloemfontein
REQUIREMENTS : Relevant Trade Test Certificate in Air Conditioning or Refrigeration. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Electrician with experience in HVAC and Refrigeration/Millwright with HVAC and refrigeration experience. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Supervisory experience.

DUTIES : To perform and/or supervise technical design, production, operation and maintenance services. Execute inspections of buildings/equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Supervise, attend to and monitor the completion of job requests (H 24) in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Supervise and mentor subordinates. PDMS. Training and Development. Perform administrative functions. Planning of work to be performed. Implement equipment maintenance program. Obtain quotations in respect of stock and materials. Complete PA-1 Logis forms for request of equipment, tool and materials. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr M R Shilling Tel No: (051) 405 1227
APPLICATIONS : The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300

FOR ATTENTION : Mr L B Aaron

POST 11/98 : **MONITORING AND EVALUATION PRACTITIONER REF NO: H/M/7**

SALARY : R242 475 per annum. (Level 07)
CENTRE : Planning & Performance Oversight Directorate, Corporate Office
REQUIREMENTS : An appropriate 3-year Bachelor's Degree/Diploma plus 2 years' functional experience in Monitoring and Evaluation, Planning, Quality Assurance, Health Information or Public Service. Valid driver's license. Facilitation, report writing, analytical (related to health information), problem solving, presentation, computer skills (Word Excel and PowerPoint). Knowledge and Skills: Experience in Government M&E and or Planning function. Management and or Health Science.

DUTIES : Assist with the development of the Departments M&E policy and or Implementation Strategy. Develop and implement the Department's Monitoring and Evaluation Policy and or implementation strategy (in line with National, Provincial frameworks. Assist with the development of the Departments M&E Reporting format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the Departments performance reporting framework. Conduct and evaluate exercises in health facilities and offices.

ENQUIRIES : Mr J Van Wyk Tel No: (051) 408 1445
APPLICATIONS : The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 11/99 : **ADMIN OFFICER REF NO: H/A/13**

SALARY : R242 475 per annum (Level 07)
CENTRE : Boitumelo Hospital, Kroonstad
REQUIREMENTS : Grade 12 or equivalent NQF qualification. Relevant 3-year tertiary qualification or equivalent qualification plus 2 years' functional experience. Knowledge and Skills: Extensive knowledge of Meditech, Patient Records and Patient Admission Computer literacy. Knowledge of third party claims. Supervisory skills. Knowledge of National Core Standards will be an advantage. Be able to work with people.

DUTIES : Supervise and render general clerical support service. Supervise and provide supply chain clerical service within the component. Supervise and provide personnel administration clerical support within the component. Supervise and provide financial administration support service in the component. Supervise human resources/staff Switchboard and Porters). Give in service training. Report to management.

ENQUIRIES : Me P Mahoa Tel No: (056) 216 5200/5308
APPLICATIONS : The Chief Executive Officer, Boitumelo Hospital Private Bag 47, Kroonstad, 9500
FOR ATTENTION : Me M November

POST 11/100 : **PRINCIPAL NETWORK CONTROLLER: (INFORMATION MANAGEMENT SYSTEMS) REF NO: H/P/6 (X2 POSTS)**

SALARY : R242 475 per annum (Level 07)
CENTRE : Corporate Office: Information Management and Research
REQUIREMENTS : The incumbent should have a three/four-year degree/National diploma/equivalent plus 2 years' functional experience in Information Communication Technology in the public sector. 1 Year experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province. Knowledge and Skills: Excellent Computer (MS Office) and communication skills (written and verbal). Excellent mathematical knowledge is essential. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database security administration and user management. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy. Health related statistical experience and knowledge of organizational behavior are added advantages. Knowledge in IT hardware management is an added advantage.

DUTIES : Keeping the district and institutions informed of set goals, updates and latest developments on information management systems. Ensuring that all set goals are implemented by the district and institutions as agreed. Continuous support to end-users and ensure data capturing is not hampered in any way. Conduct and support Health Information Systems and Data Management trainings. Current and future plan for all equipment and network requirements that are related to all the information management systems in the province. Plan and advice districts on suitable mechanisms to ensure all data computers are secure in the facilities and the data is secure in the system. Standardised minimum equipment and support structures. Anti-virus support and updates. Perform routine checks to ensure all computers running with data are up to date with security patches and data capturing is not hampered in any way. Proactive prevention and speedy reaction to ensure a zero downtime of computers. Keep record of all ICT resources at facilities (includes laptops, computers, modems, network cables etc.). Dealing with all ICT user related queries. Updating of software and ETR.net, HPRS, web- DHIS, and TIER.net versions, etc as needed. Routine facility visits to ensure that systems (HPRS, ETR.net and TIER.net, we-DHIS, ICT, etc) challenges are addressed. Maintain all ICT data management equipment; perform age analysis of computers and report on equipment needs for the institutions. Educate the facility and sub district on all information management systems related ICT policies. Assist with day to day problem solving for information management systems HPRS, web-DHIS, ETR.net and TIER.net users, etc as well as other users at institutions. Training of health care workers on the use of computers skills and be able to

implement change management in this regard together with the ability to work under pressure, and should be able to deliver under tight deadlines. Support Health Information systems (Roll-out and Maintenance). Experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail.

ENQUIRIES : Dr Chikobvu, Tel No: (051) 408 1738/1704
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu

POST 11/101 : **STRATEGIC PLANNING PRACTITIONER REF NO: H/S/4**

SALARY : R242 475 per annum. (Level 07)
CENTRE : Planning & Performance Oversight Directorate, Corporate Office
REQUIREMENTS : An appropriate Diploma or Degree, Valid driver's license, Preparedness to travel within Free State Province and Nationally. 2 Years' (of which 1 year must be at supervisory level) functional experience in the public service, Health sector, Planning field or Monitoring & Evaluation. Knowledge and Skills: Experience in Government M&E and/or Planning Function. Qualification in M&E, Management and/or Health Science. Proven working knowledge in the area of Strategic Planning. Understanding of government planning and reporting framework and prescript. Understanding of health information and planning. Facilitation skills, Leadership and supervisory skills, Report writing skills, Analytical skills (related to health information) Problem solving skills, Strategic planning skill, Presentation Skills. Computer skills (Word, Excel and PowerPoint).

DUTIES : Assist with the development, maintenance and successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Participate in the conducting of research towards ensuring that the Department's policy and/or strategy remains abreast with national and provincial guidelines, frameworks and/or best. Co-facilitate and render assistance during strategic planning workshops in the Department towards the development and/or review of the Department's 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial frameworks. Consolidation of required inputs from all relevant managers towards preparing the final documents, taking into account national targets applicable to the Department as per the signed Delivery Arrangement. Assist on matters related to the improvement of the capacity of the Department on matters related to strategic – and operational planning. Assist with and/or co-facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Participate in national and/or provincial meetings on matters related to strategic – and operational planning.

ENQUIRIES : Mr B.J Oliphant Tel No: (051) 408 1445
APPLICATIONS : The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION : Mr. I B Pheello Tel No: (051) 405 5069
CLOSING DATE : 08 April 2019
NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 11/102 : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT 003/19**

SALARY : A basic salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein

REQUIREMENTS : A three year degree/diploma in Accounting or equivalent qualification with Accounting 3 as a major subject. A minimum of three years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, Financial Systems and applicable Instruction Notes. Computer literacy. Valid driver's license.

DUTIES : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building to enhance effective and efficient accounting systems. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Unit.

ENQUIRIES : Ms. T B Morare Tel No: (051) 405 5241

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office [HO]:** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Gauteng East [GE]: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754
District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9207 Physical
- CLOSING DATE** : 05 April 2019
- NOTE** : Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 11/103** : **SENIOR STATE ACCOUNTANT REF NO: HO2019/03/24 (X2 POSTS)**
 Directorate: Financial Accounting
 Sub-Directorate: Revenue Management and Reporting
- SALARY** : R299 709 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized bachelor's degree/ National Diploma in Finance with minimum of 1 year experience in Finance environment. Knowledge of application of Treasury Regulations, Public Finance Management Act, Batho Pele, BAS and SAP. Knowledge and understanding of MS Word, Excel, MS Outlook Skills required: high analytical skills, Problem solving, Numeracy, supervisory skills and Ability to work independently. A valid driver's license is essential.
- DUTIES** : Ensure adherence to PFMA, Treasury Instructions. Management and Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place in line with prescripts. Staff training, development and Leave Administration of sub-ordinates. Provide management information - preparation of the following reconciliations: Bank, Bas and Persal, Petty cash and Revenue monthly, weekly and daily. Compile Fruitless and wasteful expenditure register on monthly basis. Recovery Debts in accordance with the acts and regulations (Daily). Perform daily quality assurance and provide written feedback on queries – internal and external. Execute any other reasonable task requested by supervisor/management.
- ENQUIRIES** : Mr. Bheki Thela Tel No: (011) 355 0185
- POST 11/104** : **SENIOR STATE ACCOUNTANT REF NO: HO2019/03/25 (X2 POSTS)**
 Directorate: Financial Accounting
 Sub-Directorate: Payment Processing
- SALARY** : R299 709 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized bachelor's degree/ National Diploma in Finance with minimum of 1 year experience in Finance Accounts payable. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS and SAP) and

knowledge and application of Financial Prescripts Public Finance Management Act (PFMA). Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Execute all supplier payment on SAP. Administer and identify risks to ensure that team adheres to Accounts Payable Internal Controls and procedures. Quality assures captured data into the system. Submit Payment run to Provincial Treasury. Compilation of Accruals, Effecting Payment within 30 days Report, Debt Reconciliation, Webcycle/ Exception, Payment Run Reconciliation and Staff Performance Statistics Report. Source documentation for Audit purposes. Ensure effective, efficient supervision of staff and Management of resources.

ENQUIRIES : Ms. Busisiwe Mahlangu Tel No: (011) 355 1056

POST 11/105 : **SENIOR ADMIN OFFICER- INFO SYSTEMS OPERATOR REF NO: GN2019/03/26**

Sub Directorate: Information Systems & Strategic Planning

SALARY : R299 709 per annum
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate recognized bachelor's Degree/ National Diploma in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management with minimum of 2- 3 years' relevant experience and/ or Grade 12 plus 10 years' relevant experience. Knowledge of relevant policies, procedures and legislative frameworks in public sector. Excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Proper keeping of records and databases. Gather and process information. functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

ENQUIRIES : Mr. LA Phaswana Tel. No: 012 846 3641

POST 11/106 : **SENIOR ADMIN OFFICER REF NO: HO2019/03/27**

Office of the DDG: Corporate Management

SALARY : R299 709 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized bachelor's Degree/ National Diploma in Public Administration/Public Management/Office Management/Office Administration/Administrative. Management with minimum of 2-3 years' relevant experience and/ or Grade 12 plus 10 years' relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word MS Access and MS Office. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES : To assist with facilitation of key administrative functions within the office of the DDG. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the DDG: School Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Assist to monitor the expenditure usage in the office of the DDG: in line with the procurement plans and

the approved budget. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES : Ms Winny Radzilani Tel No: (011) 355 0009

POST 11/107 : **CHIEF ACCOUNTING CLERK REF NO: HO2019/03/28**
 Directorate: Financial Accounting
 Sub-Directorate: Revenue Management and Reporting

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. An appropriate recognized bachelor's degree/ National Diploma with accounting as major subject will be added as an advantage. Knowledge of Treasury Regulations, Public Finance Management Act, Batho Pele, BAS and SAP. Knowledge and understanding of MS Word, Excel, MS Outlook Skills required: Analytical skills, Problem solving. A valid driver's license is essential.

DUTIES : Management of revenue Collection, Management of Petty cash, prepare monthly rental payments and reconciliation, Recovery of Debts in accordance with the acts and regulations (Daily), Detect and Prepare schedule fruitless and wasteful expenditure.

ENQUIRIES : Mr Bheki Thela Tel No: (011) 355 0185

POST 11/108 : **CHIEF ACCOUNTING CLERK REF NO: HO2019/03/29**
 Directorate: Financial Statements, Salaries and Bookkeeping
 Sub-Directorate: Salaries and Bookkeeping

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Understanding of Treasury Regulations, Public Finance Management Act, BAS and SAP. Knowledge and understanding of MS Word, Excel and MS Outlook. Skills required: Analytical skills, numerical skills, Problem solving, supervision, communication and a team player.

DUTIES : Manage the clearing of suspense, ledger Accounts reconciliations, age analysis of clearing account and processing of journals. Supervision and training of officials Clearing of Exceptions, unallocated transactions and monthly reports. Facilitate maintenance of telephone register, departmental cellphones register, and gg-cars register and allocation of Expenditure to Various offices. Manage interface and expenditure allocation and prepare monthly reconciliation. Prepare inputs to Interim and Annual Financial Statements. Sourcing of documents for. Ensure Safe keeping and proper filling of documents for Audit purpose.

ENQUIRIES : Mr. Mputi Molatodi Tel No: (011) 355 0207

POST 11/109 : **CHIEF ACCOUNTING CLERK REF NO: HO2019/03/30**
 Directorate: Financial Accounting
 Sub-Directorate: Accounts Payable

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. An appropriate, recognized 3 years Tertiary qualification majoring in Financial Accounting will be added as an advantage. Knowledge Description: PFMA and Treasury Regulations, knowledge and application of the concept. Procurement procedures and other Financial related policies. Financial administration. Public Service Regulation. Applies elementary concepts to develop activities under supervision. Skills Description Excel Access, Word and Power point. Knowledge of BAS (Basic Accounting System). SAP, E-Invoicing, Verify, Excellent Communication Skills.

DUTIES : Administer the processing supplier invoices into SAP on time. Administer daily tracking of all payments. Quality assures captured data into the system and detects error and correct data entry error at time of data entry. Preparing and submission of payment run to Treasury. Quality Assure documents routed from Process Director to webcycle by team on daily basis. Honor request for information and source documentation. Compilation of Accruals, Effecting Payment within 30 days

- Report, Debt Reconciliation, Webcycle/ Exception, Payment Run Reconciliation and Staff Performance Statistics Report. Source documentation for Audit purposes. Ensure effective, efficient supervision of staff and Management of resources.
- ENQUIRIES** : Ms. Busisiwe Mahlangu Tel No: (011) 355 1056
- POST 11/110** : **CHIEF PROVISIONING ADMIN CLERK REF NO: HO2019/03/31**
 Directorate: Financial Accounting
 Sub-Directorate: Goods Receiving Vouchers
- SALARY** : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. An appropriate, recognized 3 years Tertiary qualification majoring in Financial Accounting will be added as an advantage. Knowledge of SAP, BAS, PFMA, Treasury Regulations, Reference Guide to any relevant financial and legislative frameworks applicable in public sector will be added as an advantage. Knowledge of Provisioning procedures and other legislative frameworks applicable to the Public finances. Leadership, conflict resolution and communication skill (written and verbal). Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point and ability to work under pressure. A valid driver's license is essential.
- DUTIES** : Clearing of Web-cycle report daily, Capturing supplier invoices/ Goods Received Voucher into SRM/SAP accurately and within stipulated time to enable the department to meet its commitment to pay service providers within 30 days, Ensure that Complete and accurate invoices are submitted and evaluated for payment purpose on daily basis, Follow up returned/problems RLS02 and invoices with the end-user, Make sure that all automated purchase orders generate payments, Follow up Grvs and invoices till payment, Monthly reconciliation of identified account/Creditors, Clearing of payment Exceptions timeously, Clearing of EBT Rejections, Retrieve and submit audit documents within stipulated period of time.
- ENQUIRIES** : Mr. Goodness Sibanyoni Tel No: 011) 355 1101
- POST 11/111** : **LIBRARIAN REF NO: HO2019/03/32**
 Directorate: Library Services and LTSM
- SALARY** : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A Bachelor's degree or diploma in Library and Information Science with minimum 2 years relevant experience. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Ability to work without supervision. Hard working and reliable. A valid driver's license is essential.
- DUTIES** : Assist with lending services, including shelf control, issuing and de-issuing of resources, locating poster issue cards, doing basic searches for users, assisting with courier service. Provide effective mobile library service to school: obtain information requests, accompany mobile library to schools, report on mobile library activities, and ensure sufficient resources are taken to schools, ongoing communication with schools. Assist with school library development and projects. Assist with any library related duties.
- ENQUIRIES** : Ms. Busi Dlamini Tel No: 083 266-8085
- POST 11/112** : **PERSONAL ASSISTANT (X3 POSTS)**
 Chief Directorate: Education Planning and Research Ref No: 2019/03/43
 Directorate: Library Services & LTSM Ref No: HO2019/03/33
 Directorate: Procurement Management: Ref No: HO2019/03/34
- SALARY** : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service to the senior manager. Knowledge of procurement policy and processes. Good

		interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director 's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director/ Chief Director.
<u>ENQUIRIES</u>	:	Ms. Leonorah Mngomezulu Tel No: (011) 355 1791 (Procurement Management) Ms. Nonhlanhla Nyovane Tel No: (010)600 3239 (Library Services & LTSM) Ms Lerato Machaka Tel No: (011) 355 0009 (CD: Education Planning)
<u>POST 11/113</u>	:	<u>ORGANISATION DESIGN PRACTITIONER REF NO: HO2019/03/35</u> Directorate: Organisational Development Sub-Directorate: Job Design and Business Process Improvement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Head Office, Johannesburg An appropriate recognized 3-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 1 year' relevant experience in Organisation Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Act and Regulations. Job Evaluation prescripts, Business process management, Evaluate System. IDEFO Modelling and Visio, Job Description prescripts and PERSAL. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate and facilitate the development of job descriptions. Participate in the development and review of job description guidelines and templates. Coordinate and facilitate job evaluation within the department. Identify and prioritize posts to be subjected for job evaluation. Develop and map business processes for the department. Facilitate identification and prioritization of business processes to be developed within all business units. Develop standard operating procedure for all mapped processes. Development of standard operating procedures for all mapped business process within all business units. Provide administrative and logistical support to the sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. Yandiswa Makaula Tel No: 082 070 4001
<u>POST 11/114</u>	:	<u>CHIEF ADMIN CLERK REF NO: HO2019/03/36</u> Office of the HOD
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Head Office, Johannesburg Grade 12 with minimum of 3 years' relevant experience in providing clerical support. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.
<u>DUTIES</u>	:	Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings,

seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.
ENQUIRIES : Mr. Makubetse Sekhonyane Tel No: (011) 355 1058

POST 11/115 : **DRIVER/MESSENGER (X3 POSTS)**
 Chief Directorate: Legal Services & Dispute Management Ref No: HO2019/03/37
 Chief Directorate: School Support Ref No: HO2019/03/39
 Directorate: HRTS Ref No: HO2019/03/38

SALARY : R136 800 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 10 with 1-2 years of relevant experience in driving light cars. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and / procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents).

ENQUIRIES : Ms. Jackie Manyapye (Chief Directorate: Legal Services & Dispute Management) Tel No: 011 355 0505
 Ms. Natasha Molefe (Directorate: HRTS) Tel No: (011) 355 0009
 Ms. Natasha Van Schalkwyk (Chief Directorate: School Support) Tel No: (011) 639 8492

POST 11/116 : **DRIVER/MESSENGER REF NO: HO2019/03/40**
 Directorate: Library Service & LTSM

SALARY : R136 800 per annum
CENTRE : Pretoria
REQUIREMENTS : ABET/Grade 10 with 1-2 years of relevant experience in driving light cars. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and / procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents).

ENQUIRIES : Ms. Busi Dlamini Tel No: (011 355 0763)

<u>POST 11/117</u>	:	<u>CLEANER</u> Sub Directorate: Finance and Administration Section: Office Service Pool
<u>SALARY</u>	:	R96 549 per annum
<u>CENTRE</u>	:	Gauteng East District Ref No: GE2019/03/41 Sedibeng West District Ref No: SW/2019/03/42
<u>REQUIREMENTS</u>	:	ABET/ Grade 10. Impressing People, Understanding People, Establishing Rapport, Team Working, Coping with Pressure.
<u>DUTIES</u>	:	Dust and Mop office furniture. Sweep, Scrub and polish the floors. Vacuum and shampoo floors. Clean walls, windows and doors. Empty and clean dirt bins. Collect and remove waste papers. Freshen the office areas. Clean basins. Wash and keep stick of kitchen utensils. Refill hand wash liquid soap. Report broken cleaning machines and equipment. Clean machines (Microwares, vacuum cleaners etc.) and equipment after use. Request cleaning materials. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins.
<u>ENQUIRIES</u>	:	Mr Mpho Leotlela. Tel No: (011) 736 0717(GE) Ms B Mlotshwa Tel No: (016) 594 9207(SW)

DEPARTMENT OF E-GOVERNMENT

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>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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 .
<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 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.

MANAGEMENT ECHELON

<u>POST 11/118</u>	:	<u>DIRECTOR: OFFICE OF THE HOD REF NO: REFS/003731</u> (Performance-based: 5 year Fixed-Term Employment Contract) Branch: HOD's Office
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in Business Management/Public Administration. Minimum of 5 years in a middle managerial role. 6-8 years' experience in the Strategic planning, information management & monitoring and/or Management field. Ability to develop, interpret and apply policies, strategies and legislation. Good understanding of legislative frameworks governing planning and reporting in the public sector, corporative governance, risk management and internal audit.
<u>DUTIES</u>	:	Facilitate the provisioning of strategic direction and monitor the implementation of the strategic objectives and resources of the directorate. Ensure economical

management and utilization of resources allocated to the HODs office. Oversee and ensure effective secretariat support. To develop and ensure the implementation and maintenance of administrative systems and procedures in the HOD s office. Provide management and strategic support for the effective delivery of services. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD. Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the HOD. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Develop, implement and monitor the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Co-ordinate and compile reports to relevant stakeholders, i.e. the annual report, legislature reports, legislature questions, etc. Interpret and analyse reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge management concept, strategy and systems.

ENQUIRIES :

Mr. Errol Ogle Tel No: (011) 689 6861

POST 11/119 :

DIRECTOR: IT OPERATIONS SUPPORT REF NO: REFS/003732

(Performance-based: 5 year Fixed-Term Employment Contract)

Branch: ICT

SALARY :
CENTRE :
REQUIREMENTS :

R1 005 063 per annum (all-inclusive remuneration package)

Johannesburg

Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in IT or Business Administration. Minimum 5 years in Middle Management role ideally managing an ICT related unit. Experience in managing and monitoring service performance. Partner and customer relationship management. Coordination of diverse range of stakeholder's service activities. Extensive experience in an IT related environment.

DUTIES :

Define business strategy for a service and the business processes it supports. Define business processes and business requirements for a service. Lead and manage a significant service personnel. Coordinate activities between multiple support groups to ensure adherence to service level agreements where other groups are needed to resolve a single Service Desk incident. Provide leadership for incident management processes. Provide leadership for communication standards and methods across the IT Services. Provide leadership and coordination for incidents which involve large scale or high-profile outages. Ensure efficient flow of problem tickets through the Problem Management process. Work with business owner to determine strategy and service level goals for a service. Overall accountability for defining the service, ensuring services are delivered in accordance with agreed business requirements and managing the service lifecycle. Optimise IT infrastructure capabilities, services and support to minimise service outages and provide sustained levels of service to meet business requirements. Tactically manage resources and strategically plan for future resource requirements. Maintain and improve the level of service to the Customer base. Diagnose the root causes of incidents in an effort to proactively eliminate and manage them. Restore normal acceptable service with minimal impact on the business. Obtain value for money from suppliers and provide seamless quality of IT service to the business by ensuring that all contracts and agreements with suppliers support the needs of the business and that suppliers meet their contractual commitments.

ENQUIRIES :

Mr. Errol Ogle Tel No: (011) 689 6861

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Head of Clinical Department: Orthopaedics (For Charlotte Maxeke Academic Hospital) with Ref No: HCD/CMJAH/00001/10/18 advertised in Public Service Vacancy Circular 42 dated 19 October 2018, qualifications in management and leadership has been added as an advantage. Kindly note that the post of Finance Clerk (For Sedibeng District Health Services) advertised in Public Service Vacancy Circular 07 dated 22 February 2019, the experience in finance has been added. Kindly note that the post of Administration Clerk (For Helen Joseph Hospital) with Ref No: HJHREFS/003674 advertised in Public Service Vacancy Circular 08 dated 01 March 2019 has been withdrawn and also the post of Porter (For Helen Joseph Hospital) with Ref No: HJHREFS/003675 advertised in Public Service Vacancy Circular 09 dated 08 March 2019 has been withdrawn.

MANAGEMENT ECHELON

- POST 11/120** : **SENIOR MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH 121**
Directorate: Paediatrics and Child Health
- SALARY** : R1 005 063 (All Inclusive Package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Degree / Diploma in General Nursing or basic R425 qualification in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in nursing management registered with SANC. A minimum of 11 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience at management level. Applicants are expected to submit a certified copy of their current SANC receipt. Proof of professional indemnity and driver's license. Must be able to work under pressure, have strong leadership skills, good communication skills, sound interpersonal skills, good verbal and written communication skills, project management skills, financial and human resources management skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : To give direction and coordinate nursing services and to manage and direct corporate nursing planning. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Promote nursing ethos and professionalism. Coordinate the execution of policies. Give direction to the development of and implementation and sustenance of standard operating procedures and norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital's Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery and entities, and both national and international professionals in the field of paediatrics and child health.
- ENQUIRIES** : Dr N. Lesia Tel No: (011) 933 9145
APPLICATIONS : 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 :

05 April 2019

OTHER POSTS

POST 11/121 :

MEDICAL SPECIALIST GRADE 1-3 REF NO: MEDSPEC/ KPHT/GR1-3/03/19
Directorate: Family Medicine Department

SALARY :

Grade 1: R1 051 368 per annum (all inclusive)
Grade 2: R1 202 112 per annum (all inclusive)
Grade 3: R1 395 105 per annum (all inclusive)

CENTRE REQUIREMENTS :

Kalafong Provincial Tertiary Hospital
Registered with the Health Professional Council of South Africa (HPCSA) as a Specialist Family Physician. A basic medical degree (MChB). Post graduate qualification in Family Medicine (MMed or equivalent) with academic and leadership potential. **Grade 1:** No experience required, **Grade 2:** 5-years appropriate experience and **Grade 3:** 10-years appropriate experience. Key Competencies: Leadership, management and problem solving skills, interpersonal communication, writing and research skills, professional and clinical competence. Experience in mental health care and emergency medicine will be a strong recommendation.

DUTIES :

Consultant duties in the Family Medicine Outpatient Clinic. Consultant duties in the Emergency Unit. Consultant duties in the Family Medicine Wards (Head of Firm). Mentoring and assessment of under-graduate students (including SIC students). Supervision and in-service training of interns and junior medical officers. Supporting doctors in primary health care clinics and formal relationship with Pretoria West District hospital. Supporting ward-based outreach teams. After-hour duties in all Family Medicine Service delivery areas.

ENQUIRIES APPLICATIONS :

Prof. S. Smith Tel No: (012) 373-1018
Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE :

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting

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

<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 11/122</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: MEDSPECORTHO/ KPHT/03/19</u> Directorate: Orthopaedic Surgery Department
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum (all inclusive) Grade 2: R1 202 112 per annum (all inclusive) Grade 3: R1 395 105 per annum (all inclusive)
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1 : No experience required, Grade 2 : 5-years appropriate experience and Grade 3 : 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.
<u>DUTIES</u>	:	Take charge of orthopaedic unit (s) allocated by HOD. Teaching of under- and post-graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under- and post-graduate students. Responsible for all forms of Orthopaedic trauma, including multiple trauma. Render a comprehensive clinical service to patients in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. S. Motsisi Tel No: (012) 373 1010 /1011 Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za .
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 11/123</u>	:	<u>REGISTRAR (MEDICAL) REF NO: REGORTHO/KPTH/03/19 (X1 POST)</u> Directorate: Orthopaedics Department
<u>SALARY</u>	:	R780 612 - R816 246 per annum (all exclusive)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : MBChB. A valid registration with the HPCSA as an Independent Medical Practitioner. No experience required after registration with HPCSA. Recommendation primary exams.
- DUTIES** : Daily care of Orthopaedic patients under the supervision of a Consultant. Teaching of undergraduate students. Research. Rotation in Tembisa, 1 Military, Steve Biko and Witbank Hospitals.
- ENQUIRIES** : Prof. S. Motsitsi Tel No: (012) 373 1010/1011
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 April 2019
- POST 11/124** : **REGISTRAR (MEDICAL) REF NO: REGOPHTH/KPTH/03/2019 (X1 POST)**
Directorate: Ophthalmology Department
- SALARY** : R780 612 - R816 246 per annum (all exclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Tertiary qualification (MBChB) or equivalent. Current registration with the HPCSA for independent practice, Provide depth perception results. FC ophth Part 1A plus minimum 12 months experience in ophthalmology. FC ophthalmology. FC ophtho Part 1B (or Diploma in Ophth) will be added advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.
- ENQUIRIES** : Dr. W.G. Maphenduka Tel No (012) 318 6668
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 05 April 2019
- POST 11/125** : **MIDDLE MANAGER: PATIENT AFFAIRS REF NO: CHBAH 122**
Directorate: Patient Affairs
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: A 3-year tertiary qualification (NQF Level 6/7 SAQA Accredited) in Public Administration/Management or Business Administration plus a minimum of 10 years work experience is required of which at least 5 years should be on middle management (Assistant Director) level. Computer Literate in (Ms Office) and knowledge and experience of MEDICOM. A valid Driver's license. The ability to interpret and implement policies and meet deadlines. Knowledge of departmental policies and procedures, regulations and amendments, Financial Management; Financial Accounting; Change management; Essentials of budget formulation. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government budget systems and Procedures; Government financial system, BAS, LOGIS); Financial prescripts (GAAP and GRAP). Knowledge of Labour Relations processes. Skills: Must be self-driven, independent, dynamic and self-confident, a self-starter with a client focused approach and attitude. Must demonstrate good interpersonal relations, people management and leadership skills. Planning and organizing. Knowledge of coaching and developing people's skills; Ability to work on tight deadlines and time frames; Report writing; Management skills Time-frames; Numeric skills. Personal attributes; Creative; dedicated; approachable; Hard-working; Trustworthy; Ability to Communicate at all levels. Administrative and management knowledge: Project management, teambuilding, people and interpersonal relations skills. Communication skills (verbal and written), organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the patient administration services and ability to lead a team. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the Institution. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Manage the Patient Administration and Records: Ensure registration of patients at various clinics and ensure administrative support for a 24-hour emergency service. Ensure effective and efficient use of the MEDICOM system. Management and monitoring of effective and efficient service delivery in the mortuary, kit-room, linen depot. Ensure safekeeping and availability of all patient records. Take responsibility for the processing of various correspondences relating to patient administration. Ensure updating the risk register and audit action plan for the sub-directorate. Manage MVA requests, retrieval, issuing of reports and availability of reports. Establish a central records center of scanning of file and retrieval of files.

Manage pauper burials. Management of downtime as per circulars from head office. Management of the National Core Standards (NCS) in the patient affairs department and participate in the implementation of the NCS. Identify and evaluate risks within the patient affairs department and implement and monitor improvement plans. Provide financial management support and strategic support in the sub-directorate. Manage day to day operations and provide executive support and management services to the directorate. Coordinate and facilitate the development and preparation of management and program performance reports, weekly, monthly and quarterly. Benchmarking to improve services. Manage the collation and submission of expenditure reports and develop the operational plan. Develop staff performance contracts and conduct quarterly performance reviews. Ensure management of downtime as well as correct classification of patients. Implement policies, systems and procedures to improve the sub-directorate. Other tasks as assigned by the immediate manager.

- ENQUIRIES** : Mr L van der Westhuizen Tel No: (011) 933 9819
- APPLICATIONS** : 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 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).
- CLOSING DATE** : 05 April 2019
- POST 11/126** : **ASSISTANT MANAGER NURSING (MATERNITY SPECIALTY) REF NO: ODI/16/03/2019 (X1 POST)**
- SALARY** : R581 826 per annum (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (D4 Diploma/ Degree in nursing or equivalent) or Basic R254 qualification (Midwifery) that allows registrations with the SANC as a Professional Nurse. R212 Post basic qualification in Advanced Midwifery and Diploma or Degree in Nursing. Nursing administration qualification is required. Registration with the SANC as Professional Nurse. Minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in General nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after the 1 year post basic qualification in the maternity area. At least 3 years of the period referred to above must be appropriate/ recognizable experience in management level.
- DUTIES** : Demonstrate and in depth understanding of nursing legislation and related and ethical nursing practices and how this impact on service delivery. Ensure that the clinical nursing practice by the nursing team (area/ facility) is rendered 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 standard as determined by the relevant health facility. Demonstrate a basic understanding of the legislative frameworks governing the public services. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more

complex report writing when required. Work as part of a multi-disciplinary team at the unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, culture, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION ENQUIRIES : Ms J Vilakazi Recruitment Section
: Ms. SJ Boshoman Tel No: (012) 725 2312/2304

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 05 April 2019

POST 11/127 : **ASSISTANT MANAGER NURSING SPECIALTY: PN B4 (OBSTETRICS & GYNAECOLOGY) REF NO: CHBAH 124**
Directorate: Nursing Services

SALARY : R581 826 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic Diploma qualification in, relevant specialty area. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS : 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** : 05 April 2019
- POST 11/128** : **HEAD OF DEPARTMENT PNDIII REF NO: REFS/003780**
Directorate: Nursing Education and Training
- SALARY** : R548 436 – R635 778 per annum (plus benefits)
- CENTRE** : Ga-Rankuwa Nursing College
- REQUIREMENTS** : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year post –basic qualification in Nursing Education and Administration. Qualification in the following post-basic programme will be an added advantage- Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Ophthalmic Nursing, Orthopaedic Nursing, Critical Care Nursing Science, Operating Theatre Nursing Science, Child Nursing Science and Post Basic Midwifery and Neonatal Nursing Science. Masters degree in Nursing Science. Knowledge of procedures and processes related to Basic and Post basic programmes, knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy in Microsoft Office. Valid driver's license.
- DUTIES** : Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to learners between college and clinical areas. Participate in daily management of the college. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Develop and ensure implemented of quality assurance programmes. Budget, collaborate with stakeholders and build a sound relationship within the department. Provide academic support to students. Develop, review and evaluate the curricula of academic programmes. Supervise marking and moderating theoretical and practical examinations.
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.
- ENQUIRIES** : Ms K R Lekgeu Tel No: (012) 560-0448/50
- CLOSING DATE** : 05 April 2019
- POST 11/129** : **ASSISTANT MANAGER NURSING: PN-A7 (MEDICINE & PSYCHIATRY)**
GENERAL REF NO: CHBAH 125
Directorate: Nursing Services
- SALARY** : R532 449 per annum (Plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Chris Hani Baragwanath Academic Hospital : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
<u>DUTIES</u>	: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	: Ms D Ngidi Tel No: (011) 933 9779/0134 : 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.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 05 April 2019
<u>POST 11/130</u>	: <u>OPERATIONAL MANAGER NURSING SPECIALTY: ORTHOPAEDIC (PN-B3)</u> <u>REF NO: CHBAH 126 (X2 POSTS)</u> Directorate: Nursing Services
<u>SALARY CENTRE</u>	: R532 449 per annum (Plus benefits) : Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Orthopaedic Nursing Science. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
- ENQUIRIES** : Ms D Ngidi Tel No: (011) 933 9779/0134
- APPLICATIONS** : 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** : 05 April 2019
- POST 11/131** : **OPERATIONAL MANAGER NURSING SPECIALTY: PAEDIATRICS (PN-B3)**
REF NO: CHBAH 1285
Directorate: Nursing Services
- SALARY** : R532 449 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be

appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Paediatrics Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES : Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS : 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 : 05 April 2019

POST 11/132 : **OPERATIONAL MANAGER NURSING SPECIALTY: OPERATING THEATRE NURSING (PN-B3) REF NO: CHBAH 129**
 Directorate: Nursing Services

SALARY : R532 449 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent

<u>DUTIES</u>	:	decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<u>ENQUIRIES</u>	:	Ms D Ngidi Tel No: (011) 933 9779/0134
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 11/133</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY: CRITICAL CARE (PN-B3) (MEDICINE) REF NO: CHBAH 132</u> Directorate: Nursing Services
<u>SALARY</u>	:	R532 449 per annum (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Critical Care Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze

reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES : Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS : 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 : 05 April 2019

POST 11/134 : **PNA5 OPERATIONAL MANAGER GENERAL REF NO: OPSMAN/KPHT/03/19**
 Directorate: Nursing Services

SALARY : R420 318– R473 067 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent NQF/ Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2019. Proof of service record certificate. Extensive experience in inpatient management. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Drivers license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to Nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Team player, Supportive, Assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards. Ability to interact with diverse stakeholders and givers, good

- communication skills/verbal and written, report writing skills, co-ordination skills, Problem solving skills, adverse events management and complaints management.
- DUTIES** : Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 April 2019
- POST 11/135** : **OPERATIONAL MANAGER NURSING GENERAL: SURGERY (PN-A5) REF NO: CHBAH 127**
Directorate: Nursing Services
- SALARY** : R420 318 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices.

Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

- ENQUIRIES** : Ms D Ngidi Tel No: (011) 933 9779/0134
- APPLICATIONS** : 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** : 05 April 2019
- POST 11/136** : **OPERATIONAL MANAGERS NURSING GENERAL IN OBSTETRICS AND GYNAECOLOGY (PN-A5) REF NO: CHBAH 130 (X2 POSTS)**
Directorate: nursing services
- SALARY** : R420 318 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
- ENQUIRIES** : Ms D Ngidi Tel No: (011) 933 9779/0134

- APPLICATIONS** : 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** : 05 April 2019
- POST 11/137** : **CLINICAL PROGRAM CO-ORDINATOR (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: CHBAH 131**
Directorate: Nursing Services
- SALARY** : R420 318 per annum (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification in that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Qualification in Infection Prevention and Control will be an added advantage.
- DUTIES** : Demonstrate an in-depth understanding of legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts. Ensure that the multidisciplinary team complies to clinical standards and National Core Standards. Promote quality of health services as directed by the scope of practice of nursing and other different professionals. Demonstrate an understanding of HR and financial policies and practices. Supervise and evaluate quality of health services. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Preparedness to work shifts as the need arises. Demonstrate effective communication at all levels of service delivery.
- ENQUIRIES** : Ms D Ngidi Tel No: (011) 933 9779/0134
- APPLICATIONS** : 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** : 05 April 2019
- POST 11/138** : **OPERATIONAL MANAGER NURSING GENERAL: MEDICINE (PN-A5) REF NO: CHBAH 133**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R420 318 per annum (Plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
- ENQUIRIES APPLICATIONS** : Ms D Ngidi Tel No: (011) 933 9779/0134
: 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 : 05 April 2019

POST 11/139 : **OPERATIONAL MANAGER NURSING GR 1: (GENERAL) REF NO: OMNURSE/CARL/2019/1 (X1 POST)**
Directorate: Nursing Management

SALARY : R420 318 per annum (Plus Benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425/R683 i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as Professional Nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks of professional relations in order to enhance service delivery. Display strong leadership abilities and problem-solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care. Work as part of the multidisciplinary team to ensure good nursing care. Monitor utilisation of Financial and Human resources. Conduct periodic audits and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES : Mr T Moeketsi Tel No: 018 788 1709
APPLICATIONS : Application should be submitted at Carletonville Hospital, Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville,2500.

NOTE : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

CLOSING DATE : 05 April 2019 16:00 PM

POST 11/140 : **CLINICAL PROGRAMME COORDINATOR- GRADE 1 REF NO: ODI/15/03/2019 (X1 POST)**

SALARY : R420 318 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (D4), Basic R 683 qualification (Professional Nurse) and Basic R254 qualification (midwifery). The above qualifications allowing registration with SANC as a professional Nurse. R212 Nursing Education and administration will be an advantage. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing (current SANC registration needed). Knowledge of Nursing care processes and

procedures, nursing rules, regulations and other relevant legal frameworks. Leadership, organisational, decision making and problem-solving abilities. Conflict handling and counselling skills. Financial and budgetary knowledge relevant to the department. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Provides and Co-ordinates training development of nursing personnel e.g. establish and identify training/skills needs for nurses. Implement assessment strategies to determine staff competence with provided training e.g. develop assessment tool for presented training. Maintain, monitor and evaluate training for nurses e.g. keep records for training of various categories. Support the mission and promote the image of the hospital e.g. participate in career guidance exhibitions (marketing both the image of nursing and hospital). Liaise with Nursing Colleges or Training Institutions E.g. Exercise control over students. Participate or involved in research projects within the institutions e.g. Assist professional nurses and other categories to do research.

ENQUIRIES : Ms. SJ Boshoman Tel. No: (012) 725 2312/2304

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 05 April 2019

POST 11/141 : **LECTURER PNDI/PNDII REF NO: REFS/003777 (X4 POSTS)**

Directorate: Nursing Education and Training

SALARY : R362 559 – R420 318 per annum (plus benefits) PND I

R445 917 – R581 826 per annum (plus benefits) PND II

CENTRE : Ga-Rankuwa Nursing College

REQUIREMENTS : **PNDI:** A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Masters in clinical nursing science will be an added advantage. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid driver's license. **PNDII:** A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A minimum of 14 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant specialty. A valid driver's license. Computer literacy. The following post-basic qualifications will be an added advantage: Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Ophthalmic Nursing, Orthopaedic Nursing, Critical Care Nursing – General, Operating Theatre Nursing, Child Nursing Science, Post Basic Midwifery and Neonatal Nursing Science and Masters in clinical nursing science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid driver's license.

DUTIES : Facilitate the provision of education and training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on nursing education. Exercise control over student nurses.

ENQUIRIES : Ms K R Lekgeu Tel No: (012) 560-0448/50

- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.
- CLOSING DATE** : 05 April 2019
- POST 11/142** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: HRM 18/2019**
Directorate: Occupational Therapy
- SALARY** : R300 828 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : National diploma or degree in Occupational Therapy. Current registration with HPCSA as an Occupational Therapist is compulsory. Appropriate clinical experience in the field of Occupational Therapy in all areas. Good computer skills, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team.
- DUTIES** : Rendering comprehensive occupational therapy production services in the field of physical, paediatric and psychiatric conditions. Assist in the management of all resources in the allocated sub-section(s), including supervision, performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Occupational Therapy students as required and contribute to research activities.
- ENQUIRIES** : Mrs. Thabani Ncwane Tel No: (012) 354 2166
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications HPSCA registration certificate, and proof of payment to the HPCSA of current year Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 April 2019
- POST 11/143** : **CARDIOLOGY CLINICAL TECHNOLOGIST: GRADE 1 - 3 REF NO: HRM 19/2019**
Directorate: Clinical Technology Cardiology
- SALARY** : Grade 1: R300 828 per annum plus benefits
Grade 2: R352 707 per annum plus benefits
Grade 3: R 415 482 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B-Tech Clinical Technology: Cardiology Degree or Equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be as an Independent/Private Practice Practitioner Professional person with integrity and ability to perform well under pressure. Self driven, good communication, presentation and interpersonal skills and Computer literate.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After-hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies. Manage medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES** : s. MC Louw Tel No: (012) 354 2013
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the

pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 April 2019

POST 11/144 : **FOOD SERVICE WORKER REF NO: HRM 20/2019**
Directorate: Administration & Logistics

SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A National Diploma in Food Service Management/Food and Beverage Management (3) years HET (level) or a BTech Degree in Food Service Management/Food and Beverage Management (4 years HET level) or relevant qualification. Have at least 5 years relevant Food Service Management experience in a hospital environment. Good relationship, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of Food Service policies, procedure and Acts and Protocols governing food services. Knowledge and application of National Core Standards and Food Service audits. Knowledge of PFMA and supply chain Regulations. Must have a valid driver's license.

DUTIES : Direct control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed during preparation of meals. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed and compile report for submission to ASD. Ensure that Hygiene and Occupational Health and Safety measures are adhered to and followed. Responsible for effective Human Resource functions and optimal labour utilization. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Assist with training of Food Service and Dietetic students. Give inputs in operational plans for food service.

ENQUIRIES : Ms. E. Dreyer Tel No: (012) 354 2315/2092
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 05 April 2019

POST 11/145 : **ADMINISTRATION OFFICER (PROCUREMENT) REF NO: REFS/003776**
Directorate: Supply Chain Management

SALARY : R242 475 – R285 630 per annum (Level 07) (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 12/National Senior Certificate or equivalent qualification with at least five (5) years relevant experience in procurement or an appropriate National Diploma/Degree in Supply Chain Management/ Logistics/Finance. Knowledge and understanding of procurement policies, prescripts and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, PAS, SCM and contract management. Computer literacy is essential (i.e Excel, Ms word, Outlook, internet and numeric skills).Candidates must have communication skills both verbal and written, problem solving, good interpersonal, initiative skills and team player. Ability to work under pressure and have a valid driver's license.

DUTIES : Provide efficient procurement services to the institution. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the fair, equitable, transparent, competitive procurement of stock and services. Prepare and provide documentation to the vetting committee on all stock and services prior to procuring. Assist management to implement and maintain procurement systems. Facilitate

availability of demand and procurement plans. Check procurement request in accordance with and in adherence to procurement prescripts (i.e PFMA, PPPFA, BBBEE, PAS and treasury regulations. Utilise supplier data base to achieve BBBEE targets. Maintain proper update of procurement register for requisition made. Prepare monthly procurement reports and monitor against procurement plans. Check and monitor captured requisitions and follow up and expedite purchase orders. Monitor progress of the unit and report to relevant manager. Monitor suppliers' payments and ensure all GRVs are captured on time. Compile submission, motivation and reports. Attend all queries related to procurement and provide advice and guidance as and when required. Provide guidance and support to end users. Facilitate all contract processes. Update contract management registers. Maintain proper stock controls and monitor stock utilisation. Effectively supervise the stores, order and deliveries. Liaise with asset management department on asset orders placed. Provide training and support to staff in the unit. Monitor, supervise and manage PMDS of staff in the unit. Participate in various college committee and attend meetings and college activities.

- ENQUIRIES** : Ms K R Lekgeu Tel No: (012) 560-0448/50
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za.
- CLOSING DATE** : 05 April 2019
- POST 11/146** : **ADMINISTRATION OFFICER (TRANSPORT) REF NO: ODI/14/03/2019 (X1 POST)**
- SALARY** : R242 475 per annum (Level 07) (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : An appropriate recognised Degree/ Diploma in Transport/ Logistics or equivalent qualification with more than 3 years relevant experience or Grade 12 with more than 4 years relevant experience in transport and logistics management. Good supervisory skills, good interpersonal skills, organising skills and time management skills both verbal and writing. Ability to lead, work in a team, to work under pressure and meet deadline. Computer literate with extensive knowledge of Microsoft-Excel, Microsoft Word and PowerPoint, good communication, presentation, interpersonal and co-ordination skills. A valid driver's license and PDP.
- DUTIES** : The successful candidate will be responsible for providing effective and efficient transport and logistics services within the hospital. Supervise the daily activities of the Transport department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicle and compiling of reports. Monthly compilation of driver's rooster. Monthly reporting on usage of vehicle: GG cars register. Monthly reporting on kilometres travelled and compliance to National Core Standards. Monthly reconciliation of kilometres travelled and petrol consumption. Reporting of accidents to management and 79 GG garage. Ensure maximum utilization of vehicles and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the Transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for Transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.
- ENQUIRIES** : Ms. AC Ramolumisi Tel No: (012) 725 2416
- APPLICATIONS** : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- FOR ATTENTION** : Ms J Vilakazi Recruitment Section
- NOTE** : The hospital reserves the right to check criminal records of a candidate.
- CLOSING DATE** : 05 April 2019

POST 11/147 : **ADMINISTRATION OFFICER (PATIENT AFFAIRS) REF NO: ODI/17/03/2019 (X1 POST)**

SALARY : R242 475 per annum (Level 07) (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Minimum Diploma/Degree in Public Administration/Public Management or relevant qualification within 3 years relevant experience in Patient Administration and Records or Grade 12 with 5 years' experience in Patient Affairs and Records Management. Knowledge of PAAB / Medicom, UPFS, tariffs. Patient. Classification. National core standard, National Archives and Audit. Knowledge of mortuary and Pottering services. Be able to work days shift as a supervisor for Admin and Support service. Skills: Problem solving, good verbal and written communication, report writing, strong Leadership qualities and computer Literacy, good interpersonal skills and ability to work under pressure.

DUTIES : Supervision. Monitoring and evaluate of operations in all patient Administration units and Records Management. Ensure that patients are classified correctly according to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and Management of good patients Records keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. Quality improvement plan, understanding Downtime Management processes and submission to Head Office. Performance evaluation in accordance with HR and LR regulations updating of job descriptions. Submission of Monthly reports. Ensure that Patient Administration departmental meetings and trainings are taking place. Regular attendance of meetings and feedback.

ENQUIRIES : Mr. TR Maluleke Tel No: (012) 725 2465

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 05 April 2019

POST 11/148 : **LOGISTIC SUPPORT OFFICER REF NO: ODI/18/03/2019 (X1 POST)**

SALARY : R242 475 per annum (Level 07) (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 12 with 10 years' experience in SCM / Diploma or Degree in \public \management / Logistic and purchasing Management with 3 years' experience in the field of SCM. Understanding of Public service \legislative framework including Treasury regulations PFMA, PPPFA, BBBEE, PAS Manual, Practice notes, Code of conduct for SCM Practitioners. Contract management and asset management. SAP R/3 will be an added advantage.

DUTIES : Capturing of RLS01 on SRM system. Verify RLS01. Provide administration support to the Bid Committee. Request quotations from different suppliers, Liaise with Central Office for available and updated the amendment thereof. Fax PO to suppliers, liaise with stakeholders in relation to procurement of goods and services. Ensuring that suppliers are paid for service rendered. Take part in annual and biannual stock taking is conducted. Compile stock taking report. Prepare monthly recons on inventory stock. Monitoring warehouse. Checking of VA10A of VA11A. Attend to SCM and Asset Management. Attend to audit queries. NB: Rotation with the section.

ENQUIRIES : Ms. O.K Moteme Tel No: (012) 725 2437

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 05 April 2019

- POST 11/149** : **CHIEF SECURITY OFFICER REF NO: CHBAH 151**
 Directorate: Logistics
- SALARY** : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in security. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver's license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. National Diploma in Security Risk Management will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr L.J. Mnisi Tel No: (011) 933-9549
APPLICATIONS : 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** : 05 April 2019
- POST 11/150** : **FINANCIAL CONTROLLER REF NO: CHBAH 136**
Directorate: Finance – Revenue
- SALARY** : R242 475 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3 -5 years' experience in revenue. Computer literacy (Ms Office). Must have experience in MEDICOM, BAS and SAP Systems. Knowledge and understanding of the PFMA, ICD 10 coding, Uniform Patient Fee Schedule, Treasury Regulation and Administrative Procedure Manual. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Supervise staff responsible for billing of self-funded, private and externally funded patients in accordance with UPFS system. Responsible for cash and debt management units. Ensuring compliance in terms of banking processes and see to it that all the correspondences needed by the auditors are in place , write offs and payment allocations. Responsible for vendor management in ensuring that bills are settled and followed-up on outstanding payments in accordance with Procedure Manual Part 5. Plan, organize and coordinate the activities of the section. Responsible for the development, evaluation and management of staff to promote productivity. Compile annexure F (Patient Fee Transaction Statement), reconciliation of revenue register receipts and deposit with BAS (Acc.no. 1), account no. 2 (Patient monies), donation reconciliations and other revenue reports. Ensure that revenue target is met. Perform any other reasonable tasks. Maintenance of user-friendly office. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms T.C. Mbabane Tel No: (011) 933-8973
- APPLICATIONS** : 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 : 05 April 2019

POST 11/151 : **HUMAN RESOURCE OFFICER REF NO: CHBAH 160**
Directorate: Human Resource

SALARY : R242 475 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 with 3 -5 years' experience in recruitment and selection. Computer literacy (Ms Office). Must have knowledge and experience in Persal Systems. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to recruitment and selection procedures e.g. Recruitment and Selection policy Employment Equity Act and Public Service Regulations.

DUTIES : Reporting to the Assistant Director the Assistant Director, the incumbent will ensure effective support in recruitment, selection and placement processes in the Department by managing the advertisement of posts and liaising with service provider with regard to the placement of advertisement. Maintain recruitment and selection database. See that applications are received within time frame. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise subordinates. Give statistics on weekly and monthly basis. Coach and support practitioners in their activities. Ensure service level agreement is maintained.

ENQUIRIES : Ms M.L. Mazibuko Tel No: (011) 933-8174

APPLICATIONS : 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 : 05 April 2019

- POST 11/152** : **ADMINISTRATIVE CLERK (KEYBOARD OPERATOR) REF NO: REFS/003782 (X1 POST)**
 Directorate: Administration
- SALARY** : R163 563 – R192 66 per annum (Level 05) (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 12/ National Vocational Certificate or equivalent qualification. Advanced computer skills (Excel, Ms Word, Outlook, Internet and PowerPoint.) are essential. A candidate must have a sound communication skills, problem solving. Good interpersonal relations and a team player. Ability to provide customer care. Ability to work under pressure to meet deadlines. A valid driver's license will be an added advantage.
- DUTIES** : Provide typing functions, provide general office administrative duties. Effective maintenance of records. Minute taking in various meetings. Sound verbal and written communication. Participate in various college committees, attend meeting and college activities.
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za
- ENQUIRIES** : Mrs K R Lekgeu Tel No: (012) 560 0448/50
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Persons with disabilities will receive preference.
- CLOSING DATE** : 05 April 2019
- POST 11/153** : **SECURITY OFFICER REF NO: CHBAH 150**
 Directorate: Logistics
- SALARY** : R163 563 – R192 666 per annum (Level 05) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 10 with 5-10 years' experience or Grade 12 with 2-5 years' experience. A PSIRA Grade B registration certificate. Must be PSIRA registered. Must have valid driver's license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Computer skills. Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with deferent teams in the unit. Ability to organize, lead and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays and be able to attend to security emergencies. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients' Rights Charter and other key priorities impacting on service delivery.
- DUTIES** : Ensure the safety of State property, employees, visitors and patients. Compilation of duty rosters. To lead a team of security personnel. Where required, to conduct and address security posting parades. Management of keys. Conduct security threats and risk assessments at his/her area of responsibility. Management of Security Control room activities. Contribute in the development of policies and procedures in the hospital. Assist in the management of the security service provider. Reporting of security breaches internally and to the South African Police Service. Holding of regular meetings with other stakeholders in his or her area of responsibility. Conduct Site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Conduct searches

of missing patients in various locations and the provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Facilitate the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Implementation and enforcement of security policies and procedures. Contribute in the compilation of weekly reports. Adherence to timelines. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

- ENQUIRIES** : Mr L.J. Mnisi Tel No: (011) 933-9549
- APPLICATIONS** : 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** : 05 April 2019
- POST 11/154** : **KEYBOARD OPERATING CLERK REF NO: KEYB/KPTH/03/19**
Directorate: Nursing Services
- SALARY** : R163 563 – R192 666 per annum (Level 05) (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12, higher certificate, diploma or degree in Office Assistant / Human Resource / Business Administration / Public Management, at least 1 year experience in office Administration/secretary, HR etc, Computer skills (evidence based). Vast knowledge of Public Finance Service related prescripts-Public Service Act; Public Finance Management Act; labour relations Act; Basic Conditions of employment Act ; Skills Development Act; Occupational Health and Safety Act and other HR legislations. Skills Required: Good communication skills /verbal and written, report writing skills, coordination skills, Problem solving skills, Complaint management skills.
- DUTIES** : Implementation of departmental policies, regulations and legislations as well Resolutions. Implement service benefits, appointments; leave administration, terminations and all matters relating to overtime from Nursing services. Ensure coordination of payrolls and physical verification of staff. Execute any other relevant tasks upon instruction by the supervisor and when necessary. Handle nursing clerical and administration issues to optimize workflow of documents to Human Resource Department. Maintain effective records and administration. Uphold the legal requirements of governing documents for nursing services. Maintain all nursing Human Resources records by recording new appointments, resignations, transfers, terminations, changes in job classifications, merit

increases, tracking vacations, sick etc. Ability to interact with diverse stakeholders and givers.

ENQUIRIES : Ms. M.V. Mathabatha Tel No: (012) 318-6622

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

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

CLOSING DATE : 05 April 2019

POST 11/155 : **DRIVER REF NO: DRIVER/CARL/2019/2 (X1 POST)**
Directorate: Logistic

SALARY : R136 800 per annum (Level 04) (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Abet Level 4/Grade 10 or equivalent. Code 10/EC1 with PDP, with 2-3 years driving experience. Must be able to work standby shifts, on weekends and public holidays. Must be able to work under pressure. Good interpersonal and communication skills. Must be familiar with the Gauteng surroundings. Ensure that duties are carried out within the set time limits and standard set by the institution.

DUTIES : Transportation of staff and patients, collection of documents, mail, medicine, blood, laboratory specimen, stock and equipment's. Collection and delivery of linen. Completion of log books and trip authority. Conduct pre- and post-trip inspection. Report any damages, malfunctioning and accidents on the vehicle. Taking vehicles to service centres. Ensure cleanliness of the vehicles always.

ENQUIRIES : Mr. V Manyisa Tel No: (018) 788 1802

APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.

NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 05 April 2019 16:00 PM

POST 11/156 : **SECURITY OFFICER REF NO: CHBAH 149**
Directorate: Logistics

SALARY : R115 437 – R135 981 per annum (Level 03) (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Grade 10 with 0-2 years experience or Grade 12 with no experience. A PSIRA Grade C certificate. Must be PSIRA registered. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Report writing skills. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients Rights Charter and other key priorities impacting on service delivery.
- DUTIES** : Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the Rotation roaster .Be willing to undergo continuous training and development programs. Attend Meetings as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. L.J. Mnisi Tel No: (011) 933-9549
- APPLICATIONS** : 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** : 05 April 2019

- POST 11/157** : **PROPERTY CARE TAKER REF NO: PROPERTY/CARL/2019/3 (X1 POST)**
Directorate: Logistic
- SALARY** : R115 437 per annum (Level 03) (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : ABET Level 4 /minimum of grade 10. 0 to 6 months experience in garden maintenance. Good communication and Interpersonal relationship skills. Able to work independently or in a team. Knowledge of Batho Pele Principle. Ability to lead the team. Must have knowledge of Occupational Health and Safety Act (OHS) and must be prepared to work under pressure.
- DUTIES** : beautification and maintenance of garden. Ensure cultivation, pruning, fertilization and weed control. Maintain neatness of unit areas such as parking areas. Exercise control over suppliers and equipment. Apply measure of poison and fertilizer as instructed. Ensure safe keeping of equipment. Plan and organise daily rooster for the team. Assists with other duties as and when requested.
- ENQUIRIES** : Mrs N Kambule Tel No: (018)7881782
APPLICATIONS : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
- NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, Copy of CV, certified copies of ID and Qualifications to be attached. Failure to do will lead into disqualification.
- CLOSING DATE** : 05 April 2019 16:00 PM
- POST 11/158** : **CLEANER REF NO: REFS/003775 (X3 POSTS)**
Directorate: Administration and Support
- SALARY** : R96 549 - R113 730 per annum (Level 02) (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 10 or ABET Certificate. Grade 12/ National Senior certificate will be an added advantage. Ability to operate cleaning equipment and machines. Ability to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player.
- DUTIES** : Cleaning of offices, kitchens, boardrooms and classrooms, Dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers freshening the office areas. Safe keeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshners. Cleaning and take care of cleaning equipment's. Storing and safeguarding cleaning materials and cleaning equipment's. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za
- ENQUIRIES** : Mrs K R Lekgeu Tel No: (012) 560 0448/50
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached.
- CLOSING DATE** : 05 April 2019
- POST 11/159** : **PROPERTY CARE TAKER REF NO: PROPERTY/CARL/2019/4 (X1 POST)**
Directorate: Logistic
- SALARY** : R96 549 per annum (Level 02) (Plus Benefits)
CENTRE : Carletonville Hospital

- REQUIREMENTS** : ABET or equivalent qualification. Good communication and interpersonal relationship skills. Able to work independently or in a team. Experience in garden maintenance will be an added advantage.
- DUTIES** : beautification and maintenance of garden. Ensure cultivation, pruning, fertilization and weed control. Maintain neatness of unit areas such as parking areas. Exercise control over suppliers and equipment. Apply measure of poison and fertilizer as instructed. Ensure safe keeping of equipment. Assists with other duties as and when requested.
- ENQUIRIES** : Mrs N Kambule Tel No: (018)7881782
- APPLICATIONS** : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
- NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, Copy of CV, certified copies of ID and Qualifications to be attached. Failure to do will lead into disqualification. The employer reserves the right to fill or not to fill the post.
- CLOSING DATE** : 05 April 2019 16:00 PM

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 05 April 2019
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all 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.

MANAGEMENT ECHELON

<u>POST 11/160</u>	:	<u>DIRECTOR: RISK AND COMPLIANCE AUDIT</u> (5 Year Fixed Term Contract) Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 005 063 per annum (all- inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Should be in possession of a relevant B.Com Degree or equivalent (NQF Level 7). A professional qualification e.g. CIA/CA qualification would be an added advantage. At least seven years' experience in internal audit with five years middle or senior management experience required.
<u>DUTIES</u>	:	Client relations management. Preparation of a strategic "business plan" for the sub unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three year rolling plan for each department in the sub unit, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Management of a long-term strategic risk based audit plan based on sub unit specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the departments. Quarterly review of long-term plans – achievements, amendments, etc. will be done. Liaising with and reporting to the Audit Committees. Detailed knowledge of the Public Finance Management Act (PFMA) other relevant legislation. Knowledge of international developments and standards in these areas.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana Tel No: 011 227-9000

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

OTHER POSTS

<u>POST 11/161</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 20/19</u> Component – Cardiology
<u>SALARY</u>	:	R1 643 352 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital -Pietermaritzburg
<u>REQUIREMENTS</u>	:	MBCHB or equivalent PLUS Registered HPCSA qualification as a specialist in internal medicine, PLUS Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa). Current Registration with the Health Professions Council of South Africa as a Cardiologist. Three years of experience as a Specialist. Recommendation: Experience in managing a cardiology unit. Knowledge, Skills and Experience: Sound clinical Cardiology and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
<u>DUTIES</u>	:	Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Clinical responsibility in the discipline of cardiology with after hours participation (based on departmental operational need). Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine. Training and Research Responsibilities. Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine.
<u>ENQUIRIES</u>	:	Dr K. Rasmussen Tel No: 033-897 3289
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificates – not copies of copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided

on the form Z83 e.g GS 20/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

CLOSING DATE : 05 April 2019

POST 11/162 : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: MAD 02/2019**

SALARY : R1 643 352 – R1 744 191 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : A basic qualification of MBChB plus FC Psychiatry or M Med Psychiatry or equivalent. Current (2019) registration with the HPCSA. A minimum of 3 Years' experience after registration with HPCSA as Medical Specialist in (Psychiatry). Proof of current and previous work experience endorsed by HR (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Experience: A minimum of 3 Years' experience after registration with HPCSA as Medical Specialist in (Psychiatry). Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Knowledge, Skills, Training and Competencies required: Sound knowledge of clinical concept within the department of Psychiatry including the appropriate legislative framework that guides Mental Health Care Services in South Africa. Good operative skills to carry out advanced clinical services, including forensic psychiatry. Good communication, leadership, decision – making and clinical skills. Research and organizational ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Financial and project management.

DUTIES : Provide safe, ethical and high quality of care through the development of standards, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Close the gap to provide full package of service. Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and target in agreement with the institutional management. Develop, maintain and audit 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 team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity, including the Mental Health Review Board. Develop, monitor and evaluate health promotion and health education interventions for Amajuba District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control, through EPMDS and other departmental protocols and procedures. Ensure compliance with National Core Standards. Ensure that the institution renders care within the framework of the Mental Health Care Act.

ENQUIRIES : Dr HA Hlela Tel No: 034 328 8007

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

FOR ATTENTION : The Recruitment Officer

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

Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male.

- CLOSING DATE** : 05 April 2019
- POST 11/163** : **ADVANCED DISTRICT NURSING PROFESSIONAL (PAEDIATRIC NURSE) (LEVEL 3 HOSPITAL) REF NO: UMZIN/03/2019**
- SALARY** : R902 550 per annum (TCE Package). Other Benefits: 13th cheque, Medical aid: Optional, Homeowner's allowance: Employee must meet prescribed requirements. Rural allowance on claim basis
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** :
 Matric/ Grade 12. A basic qualification of a Diploma/Degree in Nursing or an equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse, plus A minimum of 10 (ten) years appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with SANC in General Nursing and at least 6 (six) years of the period referred to above must be appropriate/recognizable experience in Paediatric Nursing after obtaining the 1 (one) year post basic qualification in Paediatric Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Proof of computer literacy (word, excel, powerpoint). Proof of work experience signed by HR office. Competencies and Knowledge: Paediatric Nursing. Relevant legislation, regulations and policies. Program planning, implementation and evaluation. Information management. Quality Assurance and Improvement Programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural Attributes: Stress Tolerance, Self- confidence, Objective and Empathic.
- DUTIES** : General: Represent MNCWH discipline as a member of a District Clinical Specialist Team, responsible for the delivery of quality health care for mothers, newborns and children at all levels within a Health District. Promote equitable access to an appropriate level of care for all mothers, newborns and children throughout the district. Maintain personal competency in PHC and Paediatric Nursing discipline. Support services Delivery Support Community Based Services, Clinics, Community Health Centres and District Hospitals with all aspects of services related to PHC. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Educational System and logistics Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the District. Facilitate and participate in the training development and mentorship of nursing and allied health professionals and

community workers under their supervision. Support Health Systems and logistics Work with the District Management Team to establish and maintain systems including surveillance, health information, communication referral guidelines and processes to supportive delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality of clinical care. Monitor and Evaluate Services Assist, support and participate in risk management activities for patients (e.g. critical events analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organization (e.g. performance reviews) Assist, support and participate in clinical audits and quality improvement cycles in health facilities and where appropriate in community settings such as School and Ward Based PHC Teams. Implement effective monitoring and evaluation processes, effective use of data and relevant research. Ensure effective Clinical Governance. Collaborate, Communicate and report effectively. Foster effective teamwork and collaborate within the District Clinical Specialist Team and with other professionals in the District involved in the delivery of MNCWH and PHC. Enable engagement with the local community and relevant non-government organizations, promoting adherence to District Clinical Public Health and public guidance as appropriate. Facilitate and ensure effective communication with all management structures within the District, the regional and tertiary hospitals as relevant as well as the Provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organizational Activities. Assist with the strategic and operational planning of service in the District and/or catchment area of the District Hospital. Co-ordinate and supervise discipline related service within the District. Assist with the recruitment and management of relevant Human Resources for the Programme.

ENQUIRIES : Mrs. G.C Shabangu Tel No: (034) 2999 100
APPLICATIONS : All applications should be forwarded to: The Human Resource Office: Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000, 34 Wilson Street, Dundee, 3000

FOR ATTENTION : Mrs. ML Mbatha
CLOSING DATE : 05 April 2019

POST 11/164 : **MEDICAL OFFICER GRADE 1 REF NO: MURCH 02/2019 (X3 POSTS)**

SALARY : Grade 1: R780 612 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 2: R842 028 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
Grade 3: R977 199 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance
CENTRE : Murchison Hospital

REQUIREMENTS : **Grade 1:** Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. **Grade 2:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner OR 6 years' 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 Certificate of service endorsed by your Human Resources. **Grade 3:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB

PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner OR 11 years' 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. Certificate of service endorsed by your Human Resources. Verification of Experience Pre Screening endorsed by your Human Resources. Knowledge, Skills and Competencies: Ability to diagnose and manage common medical and surgical / orthopaedic problems Including in the major clinical disciplines. Obstetrics and sound general and regional anaesthetics. Departmental knowledge of grievance and disciplinary procedures. Knowledge of public service regulations of 2016 and health related legislations. Sound medical ethics and Batho Pele principles. Good communication and problem solving skills.

DUTIES : Provide primary health care oriented services inclusive of preventive measures, treatment and rehabilitation. Adherence to essential medical list and rational antibiotic use. Ensure effective use of all resources within the clinical field. Provide outreach services to feeder primary health care clinics. Participate in community health care programmes. Assist evaluation of existing standards and effectiveness of health care. Performance of commuted overtime based on operational requirements.

ENQUIRIES : Dr S Lachman Tel No: 039-6877311 ext 106

APPLICATIONS : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 05 April 2019

POST 11/165 : **MEDICAL OFFICER (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 13/2019 (X3 POSTS)**

SALARY : Grade 1: R780 612 – R840 942 per annum
Grade 2: R892 551 – R975 945 per annum
Grade 3: R1 035 831 – R1 295 025 per annum

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : A basic qualification of MBChB plus Current (2019) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and

previous work experience endorsed by HR (Certificate of Service). Experience: **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies required: Sound broad knowledge of general psychiatric principles and practice. Knowledge of basic ethical principles. Knowledge of Mental Health Care Act No 17 of 2000. Knowledge of National Core Standards. Knowledge of Batho Pele principles. Knowledge of Code of Conducts of the Public Service.

DUTIES : Perform ward rounds in Mental Health Care wards. Participate in overtime activities of the Department. Participate actively in Departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research. Knowledge to provide care and rehabilitation in relation to the relevant sections of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bio-psychosocial knowledge and skills in assessment, care and treatment of MHCU.

ENQUIRIES : Dr HA Hlela Tel No: 034 328 8007
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer
NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (EET: African Male).

CLOSING DATE : 05 April 2019

POST 11/166 : **MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 14/2019 (X3 POSTS)**

SALARY : Grade 1: R780 612 – R840 942 per annum
Grade 2: R892 551 – R975 945 per annum
Grade 3: R1 035 831 – R1 295 025 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: A basic qualification of MBChB plus Current (2018) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Recommendation: Part one FCP examination or strong indication of writing such. ACLS. Experience: **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies required: - Sound broad knowledge of internal medicine principles and practice. Knowledge of basic ethical principles. Knowledge of legislation relevant to practice of medicine. Good communication, team building and motivation skills.

DUTIES : Perform ward rounds in internal medicine wards. Run specialized clinics in the department. Participate in overtime activities of the department. Perform medical procedures as required. Participate actively in departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research.

ENQUIRIES APPLICATIONS : Dr HA Hlela Tel No: 034 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION NOTE : The Recruitment Officer
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof

together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (EET: African Male).

- CLOSING DATE** : 05 April 2019
- POST 11/167** : **MEDICAL SPECIALIST – CARDIOLOGIST (GRADE 1, 2, AND 3) (SESSIONAL – 18 SESSIONS PER WEEK) REF NO: GS 22/19**
Component – Internal Medicine
- SALARY** : Grade 1: R473 616 per annum
Grade 2: R541 008 per annum
Grade 3: R628 056 per annum
- CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : Minimum Requirements: MBChB or equivalent. Current Registration with HPCSA as a subspecialist cardiologist. Recommendations: Experience in Cardiology. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Cardiology medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of cardiac conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.
- DUTIES** : Clinical Skills and Service Delivery. In-patient and Out-patient Cardiology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Cardiology services dependent on operational need Performance. Maintain professional and ethical working standards. Development: Self development: comply with continuing professional development requirement and maintain HPCSA registration. Service development - assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc and participate actively in departmental academic programs. Supervision and support: Supervise staff in Cardiology services. Comply with and participate in human resource management processes when required. Assist with training undergraduates and postgraduates. Administration and management. Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or participating in quality improvement audits etc, Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.
- ENQUIRIES** : DR K Rasmussen Tel No: 033-897 3289
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 22/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is

subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

- CLOSING DATE** : 05 April 2019
- POST 11/168** : **PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1, 2 REF NO: ST 55/2018 (X3 POSTS)**
Component: 029823
Re – advertisement
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : **Grade 1:** A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
- DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a Professional / legal framework. Provide holistic approach to patients' care according to the nursing process. Delegate duties and support staff in the execution of patients care. Participate in the nursing audits to evaluate nursing care given to patients. Effective utilisation of Human and material resources. Assist with relief duties of the supervisor and act as a junior shift – leader on both day and night shift. To assist Unit Manager / charge Nurse with the overall management of the ward. To promote team approach to patient care for the effective functioning of the unit. To promote good interpersonal relationships with patients, their relatives and visitors. To be accountable for nursing care in the ward in the absence of the Charge Nurse. Provide a safe, therapeutic and hygienic environment for the patient, visitors and staff. Maintain accurate & complete patients' records according to legal requirements. Participate in all hospital programs e.g. IPC, Quality Assurance etc. Participate in the implementation of clinical guidelines and protocols. Data management.
- ENQUIRIES** : Ms M. Stevens (Assistant Manager Nursing) Tel No: 032 437 6072
- APPLICATIONS** : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
- FOR ATTENTION** : Mr S. Govender
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications

set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .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. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

- CLOSING DATE** : 05 April 2019
- POST 11/169** : **PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE STREAM**
REF NO: UMG01/04/19
Component: Caluza Clinic
- SALARY** : Grade 1: R362 559 – R420 318 per annum PLUS 8% rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions
- CENTRE** : Umgungundlovu Health District
- REQUIREMENTS** : Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant speciality (2019 receipt) **Grade1:** A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery). **Grade2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant Speciality. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs NM Ngubane Tel No: 033 395 4330

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

FOR ATTENTION : Human Resource Practices

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's 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. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males

CLOSING DATE : 05 April 2019

POST 11/170 : **MEDICAL SPECIALIST – CARDIOLOGIST- (GRADE 1, 2, AND 3) (SESSIONAL – 4 SESSIONS PER WEEK) REF NO: GS 21/19**
Component – Internal Medicine

SALARY : Grade 1: R105 248 per annum
Grade 2: R120 224 per annum
Grade 3: R139 568 per annum

CENTRE : Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS : MBChB or equivalent. Current Registration with HPCSA as a subspecialist cardiologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: Experience in Cardiology. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Cardiology medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of cardiac conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.

DUTIES : Clinical Skills and Service Delivery: In-patient and Out-patient Cardiology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Cardiology services dependent on operational need. Performance: Maintain professional and ethical working standards. Development. Self development: comply with continuing professional development requirement and maintain HPCSA registration. Service development: assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc and participate actively in departmental academic programs. Supervision and support: Supervise staff in Cardiology services. Comply with and participate in human resource management processes when required. Assist with training undergraduates and postgraduates. Administration and management. Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

participating in quality improvement audits etc. Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.

: Dr K Rasmussen Tel No: 033-897 3289

: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

: Mrs. M. Chandulal

: Directions to Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 22/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

: 05 April 2019

CLOSING DATE

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

NOTE

: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's license (where a driver's license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work

experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POSTS

POST 11/171 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: P 02/2019**

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (TIRS)
REQUIREMENTS : An appropriate recognised Bachelor's Degree / National Diploma in Public Administration / Management (NQF Level 6); plus a minimum of 3 – 5 years' junior management experience in An Administrative field; plus possession of a valid driver's license (minimum Code B). Knowledge, Skills, Training & Competencies Required: Knowledge of the RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Employee Performance and Management System. Knowledge of Community development and community outreach. Knowledge of Public Participation. Knowledge of Project management principles. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of SCM Practices and procedures. Language skills. Listening skills. Presentation skills. Analytical thinking skills. Interpersonal relations skills. Computer literacy. Strategic Planning skills. Organisational skills. Research skills. Leadership skills. Financial management skills. Time management skills. Report writing skills. Problem solving skills. Communication skills. Conflict management skills. Change management skills. Project management skills. People management skills. Relationship management skills. Decision making skills. The ideal candidate should be innovative, independent, time-frame driven, meticulous, proactive, honest, reliable, committed, punctual, self-disciplined and able to work under pressure with minimum supervision. He/she should be culturally sensitive, have patience, perseverance and be able to maintain confidentiality and professionalism.

DUTIES : Render procurement and financial management services: Facilitate the acquisition of goods and services. Provide asset management services. Provide data capture services. Manage contracts. Provide human resource management and general administration: Provide human resource administration services. Provide human resource utilization and planning. Provide general administration services. Provide registry services. Provide mechanical administration services. Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies. Manage resources of the Sub-directorate: Ensure training and development of staff. Ensure timeous performance assessments of staff. Ensure the effective utilisation of all equipment within the Department. Ensure staff are kept abreast of all new prescripts and policies. Provide advice and guidance to all officials within the Department.

ENQUIRIES : Mr SS Nkosi Tel No: (033) 355 8897

FOR ATTENTION NOTE : Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based test.

CLOSING DATE : 12 April 2019 (at 16H00). Applications received after closing date & time will not be considered.

POST 11/172 : **ASSISTANT DIRECTOR: BANKING, TAX & REVENUE REF NO: DOT 32/2019**

SALARY CENTRE REQUIREMENTS : R356 289 per annum
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: A National Diploma/Bachelor's Degree in Finance with Accounting as a major subject(NQF 6), plus A minimum of 3 years supervisory experience within Banking/Tax in government field plus possession of a valid driver's license (Minimum code C1).Knowledge Skills, Training and Competencies Required: Knowledge of Financial Management. Understanding of Public Finance Management Act, Treasury Regulations and Practice notes. Thorough knowledge of GRAAP. Knowledge of Financial Systems. Knowledge of Banking and Taxation within a government environment. Ability to interpret and apply policies and procedures. Computer literacy (Excel, Word &PowerPoint).Knowledge of suspense accounts. Analytical and innovative thinking skills. Problem solving skills. Reconciliation skills. Good organization and planning skills. Report writing skills. Good communication skills. Ability to interpret financial reports. The ideal candidate should be effective, efficient, pay attention to detail, be accurate, timeous, and independent. He/She must have integrity and be reliable.

DUTIES : Manage banking functions: Analyse and verify all transactions on the bank statement. Produce a month end bank reconciliation. Ensure that all transactions have interfaced into the General Ledger account. Manage verification documents for all payments over a million. Liaise and resolve all discrepancies identified in bank statement with Provincial Banker and Provincial Treasury. Ensure that online transactions are resolved and matched to the correct accounts. Monitor and manage Departmental Petty Accounts. Liaise with Department's provincial banker and provide all necessary documentation required with regard to stop payments and other requests verifying to the banks the authenticity of payments made to services providers. Manage taxation functions: Ensure that all adjustments have been effected and that correct IRP5 records are maintained. Ensure that monthly and annual payments have been made to SARS EMP 201 has been completed. Produce tax reconciliation and ensure that all tax pay-over's are made timeously. Ensure that all tax legislations and reporting requirements and submission deadlines are adhered to. Liaise with SARS and Provincial Treasury on resolving discrepancies identified. Produce and submit the annual Tax Reconciliation. Submit a monthly report to management. Manage and maintain all banking, receipt and tax related suspense accounts: Analyse banking and tax related ledger accounts and clear all exceptions monthly. Ensure that all receipt related suspense accounts are cleared monthly. Produce an accurate age analysis on the above mentioned accounts .Ensure that all exceptions are cleared monthly and that all transactions older than 30 days are investigated and cleared before month end. Ensure that all journals for transactions to be cleared are prepared with correct allocations and that all supporting documents are in order. Ensure that transactions authorized on all bank and tax related Asset and Liability accounts match on a monthly. Prepare and submit monthly reports on all accounts to Management. Develop plan and implement accounting policies and procedures to implement best financial practices in the Department: Ensure that all related policies implemented are adhere to. Supervise junior members of staff and perform detailed review of all work performed by them before presentation to management or other customers: Manage all staff related issues (leave records, EPDMS, training and other HR related issues).

ENQUIRIES FOR ATTENTION NOTE : Mr T Nkosi Tel No: 033-355 8792
: Ms. T Madlala
: It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based

CLOSING DATE

test. The Successful candidate will be required to enter into a Performance Agreement.
: 05 April 2019 (at 16H00). Applications received after closing date & time will not be considered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

- APPLICATIONS** : Forward your application: The Director Human Capital Management. Department of Social Development, Private Bag X6, Mmabatho 2735 or hand delivered to Provident House Building, University Drive, Mmabatho 2735.
- FOR ATTENTION** : Ms P.P Setsiba
- CLOSING DATE** : 05 April 2019. All application should reach the Department by 15:30 pm on the closing date. Application received after the closing date will not accepted.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be accompanied by a compressive C.V (including full particulars of training, educational qualifications, skills competencies and knowledge). All educational qualification will be verified, and they must be certified copies of the original educational certificates. Certified copy of the identity Documents or National Identity Cards must be attached as well. The date on certified stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, must done in writing and addressed to the Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or email. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interviews. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The department reserves the rights not to make appointment of position(s). Applicants with foreign qualifications must submit a SAQA Evaluation report on the qualification.

MANAGEMENT ECHELON

- POST 11/173** : **DIRECTOR: HIV AND AIDS REF NO: SD/08/15/18**
Chief Directorate: Specialist Social Services
Directorate: HIV and AIDS Prevention, Care Support Services
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package)
- CENTRE** : Provincial Head Office (Mahikeng)
- REQUIREMENTS** : Bachelor's degree in Social Work, 10 years' experience of which 5 years in MMS. Current proof of registration with the professional governing body, South African Council for Social Service Professionals. A Valid driver's license. Competencies: Understanding and interpretation of Social Welfare Legislation and related Legal and Ethical practices. Ability to network with other institutions. Programme and Project Management, Financial Management, Change Management, Client Orientation and Customer Focus, Knowledge Management, Service Delivery innovation, Problem Solving and Analysis, Honesty and Integrity, Honesty and integrity, People Management & People Management & Empowerment.
- DUTIES** : Develop and ensure the implementation of policies and strategic plan, Norms and Standards for Community Based HIV and AIDS, Social Behaviour change in line with Departmental Strategic Plans and Provincial Programme Priorities. Manage and Monitor the implementation of Comprehensive HIV and AIDS Prevention, Care and Support Programmes and Home Based care Service and Community Care Centers Monitoring and Evaluation System. Facilitate the implementation of Orphans Vulnerable Children and Youth services. Provide and Monitor the effective and efficient capacity building programmes for internal and external stakeholders. Facilitate inter-sectoral collaboration of the HIV and AIDS care & Support Services.
- ENQUIRIES** : Ms D. Itumeleng Tel No: 018 388 5229

- POST 11/174** : **DIRECTOR: RISK MANAGEMENT REF NO: SD/08/16/18**
Directorate: Risk Management
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Degree or National Diploma in Accounting or Financial Management. A minimum of Five (5) years' experience at middle management level within the relevant field. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g PFMA, Treasury Regulations, BAS, Promotion to Access to Information, Public Service Regulations, Labour Relations Act, etc. Computer literacy. A valid driver's license. Competencies: Negotiation skills, People Management, Financial Management, Problem Solving, Planning & organizing, Time Management, Strategic Planning, Policy analysis and development, Good Communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management.
- DUTIES** : Provide leadership and strategic direction and policy. Manage and oversee the development, review, implementation and maintenance of effective and efficient risk management policies, strategies, and systems. Manage services to uproot fraud and anti-corruption in the department. Manage and oversee the development, review, implementation and maintenance of effective and efficient ethics management policies, strategies, and systems. Manage and utilise resources in accordance with relevant directives and legislation (physical, human and financial).
- ENQUIRIES** : Mr I Mogorosi Tel No: 018 388 2043/2000
- POST 11/175** : **DIRECTOR: STRATEGIC PLANNING, POLICY, MONITORING, EVALUATION AND RESEARCH REF NO: SD/08/17/18**
Directorate: Corporate Services
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package)
CENTRE : Provincial Head Office (Mahikeng)
REQUIREMENTS : Undergraduate qualifications (NQF Level 7) in Public Administration or relevant qualification as recognized by SAQA. Qualification in Strategic Planning, Policy, Monitoring and Evaluation will serve as an advantage. A minimum of five (5) years' experience at middle management level within the relevant field. Computer skills. A valid driver's license. Competencies: Knowledge and understanding of policy, planning, monitoring and evaluation and research management system, policies and regulations. Knowledge of public services policies, rules and regulations, including the Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Strategic capability and leadership. Programme and Project Management. Change Management. Knowledge Management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management.
- DUTIES** : Develop, implement and monitor implementation of policies, strategies, and procedures in relation to planning, policy, research, monitoring and evaluation. Coordinate integrated planning processes in line with planning framework and ensure alignment to departmental mandate, goals, objectives and resources. Provide management of monitoring and evaluation services and produce departmental reports base on verified and validated performance information in support of evidence based performance and reporting. Provide technical support to all programmes on research, policy, planning and monitoring and evaluation matters. Coordinate management Performance assessment tool (MPAT) implementation and reporting in line with the sets target. Coordinate all audits related to performance information. Stakeholder management. Management of resources of the Directorate in and efficient and effective manner.
- ENQUIRIES** : Mr I Mogorosi Tel No: 018 388 2043/2000

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

CLOSING DATE : 08 April 2019, unless indicated otherwise
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 11/176 : **SCIENTIST (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ANIMAL NUTRITION/ANIMAL MANAGEMENT/ANIMAL HOUSING AND WELFARE REF NO: AGR 2019-13 (X2 POSTS)**

SALARY : Grade A: R585 366 - R630 597 (OSD as prescribed)
 Grade B: R669 300 - R717 636 (OSD as prescribed)
 Grade C: R758 241 - R893 175 (OSD as prescribed)

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

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

ENQUIRIES APPLICATIONS : Dr C De Brouwer at (021) 808 5220
 Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 11/177 : **AGRICULTURAL ADVISOR: CENTRAL KAROO REF NO: AGR 2019-14**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year B.Agric degree (or equivalent qualification); Registered with SACNASP or any other recognised professional body; A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; o good understanding of land reform programme and project implementation; Good communication (written and verbal), leadership and presentation skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Excel, Word, PowerPoint; Good at problem solving (research skills); Good time management and ability to work under pressure (project implementation).

- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as support to projects; Participate as a member of the project team by giving technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant CPACs in the delivery and implementation of projects.
- ENQUIRIES** : Mr F Mpona at (023) 414 2126
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 11/178** : **ADMINISTRATION CLERK: LANDCARE REF NO: AGR 2019-15 (X2 POSTS)**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). Recommendations: Appropriate administrative experience; Working knowledge of the following: Project procurement and administration; Public Services prescripts and departmental policies; Records management. Competencies: A good understanding of the following: Procurement processes and procedures; Office administration; Practical application of computer resources; Records management and archive services; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Ability to work under pressure and meet tight deadlines.
- DUTIES** : Render a general and project administrative support service: Perform daily administrative tasks such as general typing, filing, photocopying, faxing and binding; Compile concept submissions, memorandums, letters, notices, reports and general correspondence; Quality check of all outgoing documentation; Office administration; Handle enquiries and correspondence: Manage record-keeping and follow-up of enquiries and correspondence; Provide logistical support; Maintain various electronic and physical databases; Financial administration.
- ENQUIRIES** : Mr FJ Steyn at (021) 808 5090
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 11/179** : **FARM AID: FARMING REF NO: AGR 2019-16**
- SALARY** : R96 549 per annum (Level 02)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Basic literacy and numeracy skills (ABET level 3 – grade 7). Recommendations: Proven experience of general farm work; Proven skills of working with farm animals and to do farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems; Valid driving licence (code 8). Competencies: Good understanding of the following; General farm work and maintenance; Working with Research farm animals; Communication skills in at least two of the three official languages of the Western Cape; Ability to handle and carry weights of up to 50kg
- DUTIES** : General farm work e.g. planting, harvesting, irrigation, loading and off-loading; Infrastructure construction e.g. fences and buildings; Infrastructure maintenance e.g. water pipe lines and fences; Caring for farm animals e.g. herding, feeding and handling; Weekend/Holiday duties.
- ENQUIRIES** : Mr. BB Aucamp at (021) 808 5222

- APPLICATIONS** : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 15 April 2019

DEPARTMENT OF COMMUNITY SAFETY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 08 April 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 11/180** : **ASSISTANT DIRECTOR: INTERNAL CONTROL (GOVERNANCE FRAUD AND LOSSES) REF NO: CS 2019-09**

- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Development and Budget processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Economic Reporting Framework including Standard Chart of Accounts; Risk management frameworks; Government financial systems; Human Resource Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Analytical thinking and strategic thinking skills; Budgeting skills; Monitoring evaluation and reporting skills; Research; Ability to analyse, conceptualise and implement policy.
- DUTIES** : Ensure proper governance; Provide fraud and losses management services; Perform managerial and supervisory tasks; Ensure implementation of corrective measures and preventative controls with regard to CGRO, Auditor General of South Africa, Provincial Forensic Services, Internal Audit and Provincial Treasury; Ensure effective and sufficient - pay sheet control in the Department.
- ENQUIRIES** : Mr D Prinsloo at (021) 483 5587

- POST 11/181** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: CS 2019-08**

- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in Supply Chain Management. Recommendations: Strong financial

background; In-depth experience and working knowledge of Bids, Contracts, Leases and Service Level Agreements; Working experience with regards to Demand and Procurement planning. Competencies: Knowledge and experience of the following: Supply Chain Management-Integrated Procurement Solution (IPS) and Logistical Information System (LOGIS); Financial norms and standards (PFMA, NT Regulations, PT instructions) together with relevant Supply Chain Management guidelines and systems such as LOGIS and IPS; Contracts and Service Level Agreements; Proven computer literacy in MS Office; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Decision making skills; Sound organising and planning skills.

- DUTIES** : Demand Management Plan: Liaise with line management on procurement plans and APP targets; Development of specification: Co-ordinate and compile cross-functional committees; Leases: Responsible for an updated, accurate and reliable lease register for the department; Contract Management: Ensure that all SLA's (Service Level Agreements) of the department has been approved by the legal services; Staff Management: Motivate staff to achieve and maintain excellence in service delivery.
- ENQUIRIES** : Mr L Lawrence at (021) 483 6059

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 08 April 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 11/182** : **LIBRARIAN (X1 POST IN VAN RYHNSDORP REGION AND X1 POST IN SWELLENDAM REGION) REF NO: CAS 2019-15**
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Library Science/ Information Science; A valid Code B driving licence. Recommendations: Experience in a library environment; Post Graduate Diploma (B.Bibl Degree); Project Management experience. Competencies: Knowledge of the following: Automated Library Management Systems; Project Management; Library and Information Science matters; Prescripts and legislation; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work as part of a team; Supervision skills; Organising and conflict management skills.
- DUTIES** : Information collection development; Asset Management; Stock control of library material; Management and control of regional library office; Facilitate the provision of library and Information Management Systems; Promote library services; Professional liaison and support.
- ENQUIRIES** : Mr S Booysen at (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 08 April 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These

candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 11/183** : **DEPUTY DIRECTOR: CAPE CATALYST REF NO: DEDAT 2019-13**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years Project Management experience; A minimum of 3 years Management experience. Recommendations: Relevant post graduate academic qualification; Experience in Economic Development and Infrastructure development. Competencies: Knowledge of applicable legislation, policies and procedures; Relationship Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Conflict resolution; Problem solving and decision making skills; Strategic thinking; Team work.
- DUTIES** : Develop, co-ordinate and manage strategies relevant to the Sub-directorate; Develop, co-ordinate and implement unit's portfolio of projects and programmes aligned to the overall strategy of the Theme/Enabler/Driver; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the Sub-directorates responsibility; Management of the Human Resources of the Sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Ms B Mpahlaza at (021) 483 9001
- POST 11/184** : **ASSISTANT DIRECTOR: CATALYTIC INFRASTRUCTURE REF NO: DEDAT 2019-10**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 5 years' relevant experience within an economic sector development environment of which 3 years must be administrative experience; A valid code B driving licence. Recommendations: Experience in Project Management and facilitation; Stakeholder Management; Infrastructure development; Research and analysis experience (e.g. Drafting economic concept/ scoping/ analysis/ literature review documents based on desktop research and stakeholder interviews). Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Monitoring and evaluation methods, tools and techniques; Industrialisation/ manufacturing; Infrastructure development; Economic/ Sector development; Communication (written and verbal) skills in at least two the three official languages of the Western Cape; Proven Computer Literacy; Applied strategic thinking; Problem solving skills; Decision making; Organisation and effectiveness; Self-management skills.
- DUTIES** : Support the strategic processes and decision-making of the Chief Directorate; Project Manage the Directorate's projects and programmes aligned to overall strategy framework; Co-ordinate stakeholders as relevant to the development and implementation of projects and programmes within the Sub-Directorate and Directorate; Management of the human resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Support the planning of the Sub-Directorate's budget and manage expenditure, through responsible implementation of policies,

practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Ms B Mpahlaza at (021) 483 9001

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 08 April 2019

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

OTHER POST

POST 11/185 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT REF NO: EADP 2019-08 (X2 POSTS)**

SALARY CENTRE : R380 364 per annum (OSD as prescribed)
Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Environmental or related fields; A valid driving licence (Code B). Recommendations: Relevant experience in the review of Environmental Impact Assessment (EIA) applications; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies. Competencies: Knowledge of the following: Environmental Management legal and operational compliance; Integrated Environmental Management; EIA requirements; Environmental Management systems, principles and best practice; Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Word, Excel and PowerPoint; Problem solving skills; Ability to meet strict deadlines; Manage conflict and work well independently and within a team.

DUTIES : Specialised input in order to maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintaining quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Mr A Gabriel at (021) 483 2742

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 11/186 : **FACILITY MANAGER**
Chief Directorate: Metro Health Services

SALARY : R697 011 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Retreat Community Health Centre
: Minimum educational qualification: Relevant health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.

DUTIES : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management.

ENQUIRIES APPLICATIONS : Ms L Appolis Tel No: (021) 202-0883/0933
: 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.

FOR ATTENTION NOTE : Mr F Le Roux
: No payment of any kind is required when applying for this post.

CLOSING DATE : 05 April 2019

POST 11/187 : **QUALITY ASSURANCE MANAGER: REGIONAL HOSPITAL**
Chief Directorate: Rural Health services

SALARY CENTRE REQUIREMENTS : R444 693 per annum
: George Hospital
: Minimum educational qualification: A health-related Degree or National Diploma registrable with a South African Statutory Health Professional Council. Experience: Appropriate work experience in a Hospital environment. Experience in quality improvement projects. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Clinical Governance, Quality Assurance frameworks and project management. Understanding of Healthcare legislation and related legal and ethical healthcare practices. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer literacy (i.e. Excel, Word and PowerPoint), data analysis, interpretation and report- writing skills.

DUTIES : Provide leadership in all aspects of quality assurance and risk management. Manage, evaluate and report on all aspects of the quality assurance program. Lead and support quality improvement/ health system strengthening initiatives in the hospital. Facilitate the development and distribution of information and educational resources for patients. Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES : Mr M Vonk (Chief Executive Officer) Tel No: (044) 802-4534 or e-mail: Michael.vonk@westerncape.gov.za

APPLICATIONS FOR ATTENTION NOTE : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
: Mr BH Cassim
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 05 April 2019

POST 11/188 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL- SURGICAL UNIT)**
Chief Directorate: Rural Health Services

SALARY CENTRE REQUIREMENTS : R420 318 (PN-A5) per annum
: Paarl Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current

registration required (licensing receipt for 2019). Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Experience in the use of clinical equipment and control of budget levels. Basic computer literacy.

DUTIES : Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an effective support service to the Nursing Management and the Institution. Coordinate training and research. Maintain ethical standards and promote professional growth.

ENQUIRIES : Ms JM Hardine Tel No: (021) 860-2504
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION : Mr KN Cornelissen
NOTE : No payments of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on the day of interview.

CLOSING DATE : 05 April 2019

POST 11/189 : **CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICS)**
 Chief Directorate: Rural Health Services

SALARY : Grade A: R365 646 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Electrical/Mechanical Artisanhip. Experience: 10 years' appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirements of the job: Willingness to work overtime, attend to unplanned callouts and emergency maintenance. Prepared to do standby duties for various electrical and mechanical breakdowns at Worcester Hospital. Valid (Code B/EB) driver's licence and willingness to travel when needed. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Ms Word, Excel, Outlook and Web-based systems. Appropriate knowledge and skill to enable adequate supervision of the maintenance component. Excellent report-writing skills, or National Diploma registrable with a South African Statutory Health Professions Council.

DUTIES : Give input and implement the strategic planning of maintenance and repair services as to achieve efficiently planned maintenance and repairs of buildings, installations and equipment. Manage and effect operational maintenance and repairs as to achieve a highly efficient, streamlined and well-managed system for the repairs and maintenance of buildings, installations and equipment. Efficient management of budgets and expenditures for maintenance and repair services. Ensure an effective and well managed human resources that is efficient in its performance and that has a high morale in the workplace.

ENQUIRIES : Ms ZZZ Kwinana Tel No: (023) 348-1277
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test as part of the interview process.

CLOSING DATE : 05 April 2019

POST 11/190 : **ASSISTANT DIRECTOR: FINANCE DATA ANALYST**
Chief Directorate: Infrastructure and Technical Management

SALARY : R356 289 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree (e.g. IT, Mathematics, Accounting or other subject with numerical orientation). Experience: Appropriate relevant experience in public finance. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of SharePoint/or similar system and/or knowledge of SQL Server Integrated Services (SSIS). Advanced computer literacy skills. Knowledge of built environment. A proven ability to analyse data. Experience in end user report writing. Strong self-sufficiency and initiative working on large databases. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels.

DUTIES : Business and system analysis. Database development and maintenance (with focus on Excel and SQL Databases). Software development, improvement and maintenance (with focus on SharePoint). Quality control, client liaison and user support. Financial templates creation, management and control. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES : Mr E Brown Tel No: (021) 483-0867
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; a full job description is available upon request.

CLOSING DATE : 05 April 2019

POST 11/191 : **SPEECH THERAPIST (5/8 POST)**
(3 Years Contract Post)

SALARY : Grade 1: R188 019 per annum
Grade 2: R220 443 per annum
Grade 3: R259 677 per annum
(plus 37% in lieu of service benefits)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.

DUTIES : Render diagnostic and therapeutic speech, language and dysphagia services in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate and present In-service training and

Continuing Education. Perform administrative tasks related to the speech and language service within the hospital.

ENQUIRIES : Ms J Birkenstock Tel No: (021) 938-4825/4/17

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

NOTE : Ms V Meyer

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

POST 11/192 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER)**
Central Karoo District

SALARY : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE : Central Karoo District Technical Services (Stationed at Laingsburg Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate as Mechanical Fitter. 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: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr F H du Toit Tel No: (023) 414-8235

APPLICATIONS FOR ATTENTION : The District Manager: Garden Route District, Private Bag X6592 George, 6529.

NOTE : Ms S Pienaar

CLOSING DATE : No payment of any kind is required when applying for this post. Short listed applicants will be subjected to practical test.
05 April 2019

POST 11/193 : **HANDYMAN (PLUMBING)**
Directorate: Engineering and Technical Services

SALARY : R136 800 per annum

CENTRE : Bellville Mobile Workshop

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of maintenance and repairs of plumbing and related fixtures and components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475.

DUTIES : Carry out minor maintenance and repairs of plumbing and related fixtures and components. Repairs piping of various size and type. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

ENQUIRIES : Mr F Ebrahim Tel No: (021) 918-1507

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 12 April 2019

POST 11/194 : **GROUNDSMAN**
 Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate knowledge and experience in gardening. Inherent requirement of the job: Be physically strong. Competencies (knowledge/skills). Good communication and interpersonal skills. Able to work independently, as well as part of a team. Ability to read, speak and write in two of the three official languages of the Western Cape. Good problem-solving skills and be physically strong.

DUTIES : Maintain gardens, cut trees, tend to flower beds and weed eradication. Basic knowledge of garden tool maintenance. Trimming and cleaning between the fences. Moving of offices and wards on the Estate. Support to colleagues and supervisor. Waste management on estate.

ENQUIRIES : Mr J Wessels Tel No: (021) 370-1344
APPLICATIONS : The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 April 2019

POST 11/195 : **CLEANER**
 Cape Winelands Health District

SALARY : R96 549 per annum
CENTRE : Mbekweni CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Hospital/ Community Health Centre (CHC) environment. Inherent requirement of the job: Ability to lift and move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean environment to prevent the spread of infection. Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Effective support to supervisor.

ENQUIRIES : Ms C Solomons Tel No: (021) 862-4520
APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub district, Private Bag X3043, Paarl, 7646.

FOR ATTENTION : Mr R Williams
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 12 April 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 08 April 2019

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

OTHER POSTS

POST 11/196 : **CHIEF WORKS INSPECTOR: WORKS INSPECTORATE REF NO: HS 2019-16 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or an N 3 certificate and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years' experience in a building environment; A valid driving licence. Recommendation: Experience in the following: Costing of housing projects; Rendering and control of affordable housing; Supervision, mentoring and facilitation of skills transfer; Financial and Human Resource Management. Competencies: Working knowledge and practical application of the following: National Housing Code, Construction Industries Development Board (CIBD) guidelines, National Home Builders Registration Council (NHBRC) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety Act (OCHSA); Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office packages, Internet, Intranet and other relevant software packages; Proven strategic planning and organising skills that involves keeping projects on target; Good interpersonal and customer liaison skills; Good implementation and monitoring skills; Ability to liaise with personnel, general public and stakeholders/ clients; Ability to work independently and in a team under tight timelines and under pressure.

DUTIES : Rendering support with regard to the management of housing projects and implementation of Occupational Health and Safety Act; Monitoring and reporting of the progress of housing units; Provide project management support to the upgrading and maintenance of provincially owned assets; Render technical and administrative support; Evaluate plans submitted and write technical reports for all project applications received; Provide guidance and training staff and facilitate the transfer of skills to colleagues and beneficiary communities; Liaising with beneficiaries, local authorities, consultants, municipalities, contractors and other role players; Management of contractors undertaking maintenance work on departmentally owned properties.

ENQUIRIES : George Regional Office: Mr K Hendricks at (044) 805 8757 or Cape Town: Mr A Adams at (021) 483 8784

POST 11/197 : **STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTIONS) REF NO. HS 2019-15**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/ Advanced Diploma) in finance; A minimum of 2 years relevant experience; A valid Code B driving licence. Recommendations: Financial background specifically in Public Sector Finance; Experience in drafting reports, submissions and making recommendations on findings; Willingness to travel. Competencies: Knowledge in the following: Sound knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Accounting Officers System (AOS) as well as departmental delegations; Financial inspections; Internal Audit; Internal Control; Risk

Management processes and procedures; BAS, LOGIS and PERSAL systems; Information and record management/administration; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Good planning and organising skills.

DUTIES : Execute financial inspections within the department and at municipalities; Perform ad-hoc inspections/investigations; Reporting on all inspection findings and the implementation of all recommendations; Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Facilitate and coordinate financial and non-financial responses for the department in respect of Enterprise Risk Management (ERM); Ensure compliance of the municipalities in terms of s38 (Public Finance Management Act).

ENQUIRIES : Ms M Brockman at (021) 483 2002

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 08 April 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 11/198 : **ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 2019-06**

SALARY : R356 289 per annum (Level 09)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant administrative experience. Recommendation: A appropriate tertiary qualification in a law related field. Competencies Knowledge of the following: Local Government legislation; Legislation amendments; Municipal Structures; Analytical thinking skills; Interpersonal skills; Management skills; Motivational skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven Computer Literacy; Planning and organising skills.

DUTIES : Assessing and submit appointment of senior managers in terms of section 54 A and 56 of the Municipal Systems Act and compile reports thereof; Instructing and coordinating on litigation for and against the department/MEC for local government and maintain the register thereof; Advice and research on legislation and provide verbal and written responses to the relevant stakeholders; Maintain institutional integrity of municipalities by ensuring amendments of establishment notices , publishing by-election notices and liaise and engage with relevant stakeholders pre and post Local Government elections; Responsible for the legal resource centre.

ENQUIRIES : Dr A Clark at (021) 483 5726

DEPARTMENT OF THE PREMIER

OTHER POSTS

POST 11/199 : **PSYCHOLOGIST (INDUSTRIAL/ ORGANISATIONAL) REF NO: DOTP 2019-21**

SALARY : Grade 1: R633 702 per annum (OSD as prescribed)

CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : Masters' Degree in Industrial/Organisational Psychology; Registration as (Industrial/ Organisational) Psychologist with the Health Professions Council of South Africa (HPCSA); A valid code B driving licence. Recommendation: Experience in an assessment-related environment conducting competency assessments for selection and development purposes. Competencies: Knowledge in the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of practice for Psychologists; Employment Equity Act, 1998; Labour Relations Act, 1995; Promotion of Access to Information Act, 2000; Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating action; Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising; Facilitation skills; Problem solving and Decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Professional Judgement and Decision making skills; Conflict Management and negotiation skills; Strong interpersonal and relationship building skills; Critical reasoning skills; Project Management and Change Management skills.
- DUTIES** : Responsible to perform psychometric and other assessments in order to determine the potential and/or suitability for training, development and recruitment and to determine individual, group and organisational effectiveness; Develop strategies and interventions to improve performance in the workplace through facilitating individual and group processes for effective organisational functioning; Responsible to ensure the planning, development and application of paradigms, theories, models, constructs and principles of psychology in the workplace in order to understand, modify and enhance individual, group and organisational behaviour effectively; Advise on the development of policies, based on psychological theory and research; Conduct psychological practice and research in accordance with the Ethical Rules of Conduct for Practitioners registered under the Health Professions Act, 1974; Provide expert advice and/or opinions in the field of applied Industrial Psychology.
- ENQUIRIES** : Ms M van der Merwe at (021) 466 9724
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
- CLOSING DATE** : 08 April 2019, unless indicated otherwise
- POST 11/200** : **LEAD: APPRENTICESHIP GAME CHANGER REF NO: DOTP 2019-32**
Short-Term Contract Ending 30 June 2019
- SALARY** : R628 164 - R739 959 per annum (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Relevant undergraduate qualification (NQF level 7) as recognised by SAQA. Minimum of 5 years' experience at a middle/senior management level. Competencies: A highly developed interpretative and conceptualisation/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Knowledge of Constitutional, legal and institutional arrangements governing the South African Public Sector; Knowledge of provincial executive support systems and services; Knowledge of provincial policy development processes; Knowledge of public communication, public education, public engagement and discourse management processes;

		Knowledge of good corporate governance norms and standards and knowledge of policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes.
<u>DUTIES</u>	:	Manage the delivery system of the Game Changer and associated delivery and performance tracking tools; Provide leadership/advisory support to the Game Changer team and institutional structures that support the Game Changer implementation; Manage the strategic analysis that informs the performance of the Game Changer and in particular ensuring the data and evidence supports management decision-making; Develop and manage mechanisms for rapid problem identification, problem-solving and solution finding with a strong focus on innovation; Manage the executive reporting system; Build and manage the necessary relationships that are important to the delivery of the Game Changer and support the framework for managing complex transversal relationships; Ensure the necessary capacitation of departmental teams in delivery and performance tracking systems.
<u>ENQUIRIES</u>	:	Ms B Wood at (021) 483 6766
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>NOTE</u>	:	Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	05 April 2019
<u>POST 11/201</u>	:	<u>CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOTP 2019-24</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Behavioural Science (Industrial Psychology), Management Science or Public Management/ Administration; A minimum of 3 years appropriate experience in an organisation development environment or related HR environment; A valid (Code B) driving licence. Recommendation: A Business Process Mapping, Redesign and Improvement Certificate. Competencies: Knowledge of the following: Project Management; Process design using Business Process Modelling Notation (Visio or iGrafx); Facilitation and presentation skills; Proven computer literacy; Service delivery improvement acumen; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Improve service delivery through business process interventions towards improving service delivery to citizens; Co-ordinate and facilitate service delivery improvement initiatives e.g. Service standards, charters and service delivery improvement plans; Assess the efficacy of service delivery improvement interventions; Acquire, adapt, design and/or develop specialise, scientifically validated process design, improvement and assessment methodologies and instruments; Function as project manager/team leader to lead resources allocated to a project.
<u>ENQUIRIES</u>	:	Mr S Africa at (021) 466 9553
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>NOTE</u>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the

closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 08 April 2019, unless indicated otherwise

POST 11/202 : **REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2019-23**

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Registry environment experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

DUTIES : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Centre; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry; Scanning of documents into electronic system.

ENQUIRIES : Mr R Joseph at (021) 483 8604
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

CLOSING DATE : 08 April 2019, unless indicated otherwise

POST 11/203 : **MESSENGER: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2019-22**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy skills (ABET level 3 – grade 7). Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Registry functions, Records/document management systems, processes and procedures; Communication skills in at least two of the three official languages in the Western Cape; Ability to work independently within a team.

DUTIES : Collecting and delivering documents to and from internal stakeholders and departments; Distribute mail and documentation as prescribed; Utilisation of an electronic file tracking system; Assist with dispatching of outgoing mail; Transfer closed files from Corporate Service Centre to the Records Centre; Maintain registers of documentation received and delivered; Use of GG vehicles and maintaining appropriate records; Other adhoc tasks as reasonably requested from time to time.

ENQUIRIES : Mr R Joseph at (021) 483 8604
APPLICATIONS : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address:

PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered

- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 15 April 2019

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 08 April 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 11/204** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2019-07 (X3 POSTS)**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree qualification; A minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving licence. Recommendations: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of the following: Public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.
- DUTIES** : Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.
- ENQUIRIES** : Ms R Slinger at (021) 483 4023

- POST 11/205** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: PT 2019-06**

- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in an Internal Control and governance environment. Recommendations: Working knowledge and practical application of the National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act as well as other relevant delegations. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions); Risk Management Frameworks; Ability to analyse, conceptualise and implement

- policy; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Analytical thinking.
- DUTIES** : Assist in developing policies, procedures and process pertaining to the internal control unit; Ensure the effectiveness of financial prescripts (inspections); Ensure the implementation of corrective measures and preventative controls with regards to CGRO ,GAP and FMCMM; Manage and co-ordinate financial and non-financial responses for the department in respect of Internal Audit, External Audit and PFS/ SIU/ ERM; Facilitate and co-ordinate responses for SCOPA, Enterprise Risk Management Committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management; Act as supervisor of sub-ordinates.
- ENQUIRIES** : Ms R Cassiem at (021) 483 8203

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 08 April 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

- POST 11/206** : **PSYCHOLOGIST (CLINICAL) REF NO: DSD 2019-28**
- SALARY** : Grade 1: R633 702 – R703 314 per annum (OSD as prescribed)
Grade 2: R746 466 – R828 474 per annum (OSD as prescribed)
Grade 3: R866 310 – R1 020 462 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Qualifications: Master's Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Project Management skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex application; Outstanding planning, organising and People Management skills; Problem solving and decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook).
- DUTIES** : Ensure the rendering of clinical psychological services to insourced facilities; ensure the development of training material and provide training to all residential

		care staff; Ensure the delivery of specialist clinical psychological services to the inspectorate; Part of a multidisciplinary team.
<u>ENQUIRIES</u>	:	Mr C Jordan at (021) 483 4991
<u>POST 11/207</u>	:	<u>SOCIAL WORK SUPERVISOR: WYNBERG SERVICE DELIVERY TEAMS REF NO: DSD 2019-29 (X2 POSTS)</u>
<u>SALARY</u>	:	R363 507 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr Q Arendse at (021) 763 6206
<u>POST 11/208</u>	:	<u>SOCIAL WORKER POLICY DEVELOPER: ECD AND PARTIAL CARE REF NO: DSD 2019-34</u>
<u>SALARY</u>	:	Grade 1 R344 184 – R385 644 per annum (OSD as prescribed) Grade 2: R409 137 - R549 837 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows Professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; Grade 1: A minimum of eight (8) years appropriate experience in social worker after registration as Social Worker with the SACSSP; Grade 2: A minimum of eight teen years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Social work and ECD and Partial Care Field; Current legislation, international instruments, policies and procedures impacting on ECD and Partial Care Field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.
<u>DUTIES</u>	:	Develop, implement and maintain social work policies aimed at ECD and Partial Care; Develop programmes to implement the relevant policies; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of programmes; Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms T Hamdulay at (021) 483 4829

POST 11/209 : **STATE ACCOUNTANT: ASSURANCE SERVICES: FRAUD AND LOSSES MANAGEMENT REF NO: DSD 2019-36 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Risk management frameworks, Principles and practices of financial accounting; Internal control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy; Ability to analyse, conceptualise and implement policy.

DUTIES : Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCMM; Manage and co-ordinate financial/non-financial responses for the department in respect of internal audit, external audit and FIU/SIU/ERM; Facilitate and co-ordinate responses for SCOPA, audit committee, Internal Control Forum and Public Service Commission; Maintain financial information and knowledge management.

ENQUIRIES : Ms A Oppelt at (021) 483 9174

POST 11/210 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: DSD 2019-33**

SALARY : Grade 1: R289 614 – R324 438 per annum (OSD as prescribed)
Grade 2: R344 184 – R385 644 per annum (OSD as prescribed)
Grade 3: R409 137 – R549 837 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification as recognised by SAQA; **Grade 1:** A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification, of which 10 years must be appropriate experience in community policy development; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification of which 20 years must be appropriate experience in community policy development. Competencies: Knowledge of the following: Community development; Policy analysis and development; Excellent Communication Skills (written and verbal) in at least two of the three official languages of the Western Cape; Proven computer literacy; Financial Management; Monitoring and Evaluation skills; Planning and organising skills.

DUTIES : Develop, implement and maintain community development policies aimed at Youth Development; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop youth programmes to implement the relevant policies; Keep up to date with the new development in the community development field; Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal framework and policy framework continuously; Liaise/attend

meetings with other department, non- government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Conduct research and development that is relevant to youth development; Perform the administrative functions required in the unit.

- ENQUIRIES** : Mr L Arendse at (021) 483 6657
- POST 11/211** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BELLVILLE) REF NO: DSD 2019-35**
- SALARY** : Grade 1: R139 563 – R157 089 per annum (OSD as prescribed)
Grade 2: R166 650 – R187 560 per annum (OSD as prescribed)
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker, **Grade 1**. Or Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP, **Grade 2**. Or Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP, **Grade 3**. Recommendation: A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Use appropriate resources in service delivery to client systems; Adhere to protocol, and professional ethics; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- ENQUIRIES** : Ms MC Noemdo at (021) 940 7115

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 08 April 2019, unless stated otherwise
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 11/212 : **QUALITY CONTROLLER: QUALITY CONTROL (OFFICE OF THE DISTRICT ROADS ENGINEER-OUTSHOORN) REF NO: TPW 2019-29**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in a technical field; 3-years applicable machinery and related road construction/maintenance experience; A valid code C (or higher code) driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Dual axle tip truck, Water truck, Chip-spreader, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, reparation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning skills; Supervision skills.

DUTIES : Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment and leave management.

ENQUIRIES : Mr J Prodehl at (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 11/213 : **CONTRACTS ADMINISTRATOR: CONTRACTS MANAGEMENT REF NO: TPW 2019-41**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years administration experience of which 3 years is in an Contract/Project Management environment or related. Recommendation: Transport monitoring experience. Competencies: Knowledge of the following: Legislation, regulations and policies impacting on public transport activities; National and Provincial Treasury Regulations and Directives; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong negotiation skills.

DUTIES : Evaluate contract performance against contract measures to calculate service providers payments and to determine performance bonuses/penalties by using compliance (monitoring); Process service provider payments; Administer contract payments; Process of operator contracts and the implementation of bonuses and penalties; Using compliance (monitoring), ITS, fare payment system, other partner

		(police) information and on the ground verification (spot checks); Highlight need for intervention/evaluation for chronic non-compliance; Award bonuses or implement penalties as required by the operator, service contracts and service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Martin at (021) 483 4095
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 11/214</u>	:	<u>PROPERTY ACQUISITION OFFICER: PROPERTY ACQUISITION REF NO: TPW 2019-44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years relevant experience; A valid code B driving licence. Recommendation: An appropriate Property Management related tertiary qualification (3- year National Diploma/B-Degree or equivalent). Competencies: Knowledge of The Western Cape Land Administration Act No. 6 of 1998 and it's Regulations; The Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Applicable legislative and regulatory requirements, policies and standards; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Organisation and planning skills; Problem solving and negotiation skills; Ability to apply project management skills.
<u>DUTIES</u>	:	Manage the following for all client departments: Acquisition of immovable assets as per approved acquisition plans, The acquisition of immovable assets as per ad hoc approved requests, Disposal of redundant immovable property, The donation of immovable assets. Manage land exchanges and the transfer of immovable assets in terms of the principle Asset follows instruction.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Titus at (021) 483 5214
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 11/215</u>	:	<u>ADMINISTRATION CLERK: ROAD DESIGN REF NO: TPW 2019-36 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Strong administration background in a fast paced office environment; financial experience. Competencies: Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Administration skills; Interpersonal relations; Planning and organising skills; Ability to work in a team; meticulous record keeping.
<u>DUTIES</u>	:	Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filing system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and Subsistence and Travel requests; Perform procurement support functions, i.e. organising of catering and ordering stationery; Data capturing support, processing HR documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hofmeyr at (021) 483 3999
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 11/216</u>	:	<u>PROJECT SUPPORT CLERK: ARCHITECTURAL SERVICES REF NO: TPW 2019-40</u>
<u>SALARY CENTRE</u>	:	R163 563 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Administrative experience; Knowledge and experience BizProjects, e-Works, BAS, My Content and SITS; Previous experience in project support. Competencies: A good understanding in the following: Applicable legislation; Proven computer literacy (MS Work, MS Excel, MS Outlook, MS Projects); Meet deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team; Communication (verbal and written skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Render administrative and reception assistance to professional staff regarding filing. GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationary; Diary management and facilitating of appointments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training for professional staff; Making travel arrangements.
- ENQUIRIES** : Mr G Kemp at (021) 483 3038
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 11/217** : **ROAD WORKER SUPERVISOR: SPECIAL TASK TEAM REF NO: TPW 2019-42**
- SALARY** : R136 800 per annum (Level 04)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Junior Certificate (Grade 10) with a minimum of 3 years' relevant experience in road infrastructure construction and maintenance; A valid code EC/ EC1 driving licence with a professional drivers permit (PDP). Recommendations: Good understanding and experience in building, maintenance and repair of road infrastructures as well as supervising a team of workers; Experience in the following: Operating of more than one large road construction machine, supervision over a team of workers, road construction activities; Credits or a qualification in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF level 1 and higher. Competencies: Good understanding of the following; Road construction activities, construction machines, bitumen products, concrete products, applicable legal aspects, safety measures and standards, as well as road safety measures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work independently and part of a team; Ability to perform basic maths calculations.
- DUTIES** : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Operate and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction activities of roads, premises and buildings; Repair equipment in buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of Health and Safety Act; Discipline subordinates and apply proper labour relations.
- ENQUIRIES** : Mr. D Plaatjies at (044) 272 3699 or Ms A Matthews at (044) 272 6071
- APPLICATIONS** : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the

Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 15 April 2019

POST 11/218 : **CLEANER: TRAFFIC SUPPORT SERVICES (VREDENDAL) REF NO: TPW 2019-38**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Recommendations: Appropriate cleaning experience; Experience with the use of cleaning equipment, materials and detergents. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Ability to work independently and part of a team.

DUTIES : Execute cleaning tasks in order to ensure a clean, hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

ENQUIRIES : Ms J Dirkse at (027) 213 1269
APPLICATIONS : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

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

CLOSING DATE : 15 April 2019

POST 11/219 : **CLEANER: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO: TPW 2019-39**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Recommendations: Appropriate cleaning experience; Experience with the use of cleaning equipment, materials and detergents. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Ability to work independently and part of a team.

DUTIES : Execute cleaning tasks in order to ensure a clean, hygienic and safe environment; Cost effective usage and storage of cleaning equipment and cleaning materials; Plan and organise cleaning of Traffic Centre with available resources.

ENQUIRIES : Mr ME Giba at (023) 342 2357/ (023) 342 2358
APPLICATIONS : To submit your application, only use 1 of the 3 options available: (1) Hand deliver to: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 (Between 08:00 am to 17:00 pm). (2) Postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) E-mail address: adresponsecpt@affirm.co.za. Only one application will be accepted per job. Applications not submitted on or before the closing date as well as faxed will not be considered.

CLOSING DATE : 15 April 2019

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