



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 12 OF 2020**

**DATE ISSUED: 27 MARCH 2020**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

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**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 14 April 2020 NB: Please ensure that your application reaches this office before 17h00 on week-days
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Please note that preference will be given to youth and people with disability.

**OTHER POST**

- POST 12/01** : **HUMAN RESOURCE PRACTITIONER REF NO: CSP/14/2020**
- SALARY** : R257508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Degree in Human Resource or equivalent qualification. 2 – 3 years' relevant experience in human resource environment, Recruitment and Selection, Performance Management and Human Resource Administration. Knowledge of Persal, an introduction to Persal training would be an added advantage. Knowledge of Public Service Legislative Framework and Human Resources prescripts. Good Interpersonal skills, planning and organizational skills. Ability to work under pressure and perform independently. Good analytical, verbal and written communication skills and an innovative thinker. Computer literacy (Ms Word, Ms Excel and Power point).
- DUTIES** : Administer the implementation of Recruitment and Selection, appointments, transfers, resignation and termination of services. Provide support on the administration of Performance Management and Development system. Administer Leave Management. Administer the implementation of condition of services: Housing, acting allowances, medical aid, long service, resettlement, pension and overtime on Persal. Human Resource administration: Maintain a record management system, maintain staff files and ensure proper filling, Completing and submission of claims to Finance and implement amendments on Persal Establishment. Perform other HR duties delegated by the supervisor
- ENQUIRIES** : Mr BK Shiphamele/Ms N Sefiti, Tel No: (012) 393 4359/2500

## DEPARTMENT OF DEFENCE

**NOTE**

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

## OTHER POSTS

**POST 12/02**

: **DEPUTY DIRECTOR: PERSONNEL SERVICES REF NO: D HR CM 15/20**  
Directorate HR Career Management PSAP

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 per annum (Level 11)  
: Pretoria.  
: A Degree/National Diploma/NQF level 6 in Human Resource Management and 5 years' experience as an Assistant Director in Human Resource Management, Management of resources, monitoring and evaluation including policy development. Data analysis, Management and leadership. Understanding and application of Public Service Act, Public Service Regulations, Basic Conditions of employment Act, Employment Equity Act, Labour Relations Act, knowledge of Performance Management and Develop System. Good communication (both verbal and report writing), problem solving, sound research, analytical and presenting skills. Gather and analyse information, and work under pressure and long hours. A successful candidate will be required to undergo a security clearance and must have a valid driver's licence.

**DUTIES**

: Manage the recruitment, selection, and appointment of Public Service Act Personnel in the Department of Defence. Manage the administration of policies. Manage acting allowance. Attend Human Resource Management related meetings and selection boards. Manage SMS and MMS Administration and Electronic Financial Disclosure. Manage tasks relating to the provision of an efficient and effective human resource information management system and office administration support service to D HR CM. Ensure proper functioning of the HR Registry, archives and messenger services. Proper utilisation of the Directorate's state assets including machines, equipment and procurement of goods and services. Analysing of directives issued by Senior Management to determine whether the implementation thereof is in line with prescripts. Reply to HR, audit enquiries and apply legal requirements and government regulations that impact on recruitment. Develop and maintain DOD wide and broader public service wide advertising systems. Manage the PMDS within the Directorate as well as to coordinate SMS PMDS. Provide consultative service to line management, e.g. partake in higher order inquiries and inputs to relevant policies. Prepare and submit reports (weekly monthly, quarterly and annually). Manage and supervise staff.

**ENQUIRIES  
APPLICATIONS**

: Ms K.B. Muregu, Tel No: (012) 339 5023.  
: Department of Defence, Directorate Human Resource Career Management, Private Bag X671, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.

**NOTE**

: Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

**CLOSING DATE**

: 17 April 2020

**POST 12/03**

: **DEPUTY DIRECTOR BUDGET MANAGEMENT, SA ARMY REF NO: CFO 20/3/1**  
Finance Management Division, Chief Directorate Budget Management: Sub-directorate: SA Army

**SALARY  
CENTRE**

: R733 257 per annum (Level 11)  
: Pretoria.

**REQUIREMENTS**

: Minimum requirements: Grade 12 certificate plus three year relevant Degree/National Diploma in financial management/accounting. A minimum of five (5) year's budget management experience of which three years must be on an Assistant Director or equivalent level. Knowledge: Proven working knowledge of estimating, budgeting, expenditure control, cash flow management and the policy, procedure and processes regarding budget management in the Public Service/Private Sector. In-depth knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service/Private Sector. Proficient in financial regulatory frameworks in the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client's efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

**DUTIES**

: Managing of the SA Army strategic financial management planning and budgeting process. Adjudicating of the financial decisions and transactions in relation to their financial proprietary, regularity, value for money and value proposition. Providing the strategic directions for the establishment and continued enhancement of the financial control system within the SA Army ensuring that the related internal control systems are in place related to expenditure and revenue management. Maintaining budget control processes to ensure financial proprietary, regularity, value for money and value for proposition in all financial approvals. Coordinate and provide the financial support required to administrative the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of a financial reporting system within the SA Army. Provide financial management advice for the strategic management direction within the SA Army with regard to financial decisions and transaction for both expenditure and revenue management. Oversee the compilation of claims and report on all areas of revenue collection. Coordinate the administering of the system related to the management of financial misconduct incidents in the SA Army. Evaluate the internal control systems with regard to financial governance risks and compliance. Management of the financial delegations within the SA Army. Compile the risk management plan related to the financial GRC. Consider financial management concepts and principles within the policy environment. Coordinate the AGSA and internal audit process related to financial management matters within the SA Army. Providing the relevant financial management considerations into the decision making process of the SA Army. Administering of the allocated resources. Directing of the budget management service in the service or division. Maintaining of budget management capability. Maintain a well administered BM HR components. Support budget management capability. Oversee compliance to the occupational health and safety standards within allocated facilities.

**ENQUIRIES**

: Ms N. Tyibilika, Tel No: (012) 355 5842

**APPLICATIONS**

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

**NOTE**

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Indian females, Indian males, Coloured females, Coloured males and People with disability.

**CLOSING DATE**

: 17 April 2020

**POST 12/04**

: **SENIOR SECRETARY GRADE II (USAGE 416) REF NO: SG 02/20/01**  
SAMHS HQ, Directorate Pastoral

**SALARY**

: R173 703 per annum (Level 5)

**CENTRE**

: Erasmuskloof, Pretoria

**REQUIREMENTS**

: Grade 12. Two (2) years' experience as a Secretary. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

**DUTIES**

: Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide

secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

**ENQUIRIES**

**APPLICATIONS**

**CLOSING DATE**

: Ms T.T. Monaiwa Tel No: (012) 671 5099  
: Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.  
: 24 April 2020

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**CLOSING DATE** : 06 May 2020 at 16:00

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than six (6) months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents and failure to follow application instructions 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 DPSSA 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.

## POSTS

**POST 12/05** : **COUNSELLOR REF NO: HR4/4/6/121**

**SALARY** : Grade 1: R579 147 - R642 765 per annum (OSD)  
Grade 2: R662 190 – R734 928 per annum (OSD)  
Grade 3: R750 024 – R832 398 per annum (OSD)

**CENTRE REQUIREMENTS** : Labour Centre: Jane Furse  
Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Grade 1: 0 (zero) experience. Grade 2: 8 years relevant experience. Grade 3: 16 year's relevant experience. Knowledge: Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: (015) 290 1768  
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Limpopo

**POST 12/06** : **ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/20/04/1HQ**

**SALARY** : R376 596 per annum

**CENTRE** : Finance, Head Office, Pretoria

**REQUIREMENTS** : Three (3) year tertiary qualification in Financial Management/Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practice (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation Analytical, Financial and Performance Report writing.

**DUTIES** : Monitor and advise SOE's on governance compliance issues. Monitor and advise SOE's on financial governance and financial oversight. Evaluate the financial performance and

positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate.

**ENQUIRIES** : Ms M Sebaka Tel No: (012) 309 4591

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001or hand delivers at 215 Francis Baard Street, Laboria House

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

**POST 12/07** : **ASSISTANT DIRECTOR: INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDIT)**  
**REF NO: HR4/20/04/2HO**  
Internal Audit

**SALARY** : R376 596 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/Accounting/Financial Information Systems/Bcom Information Communication Management/Information Systems/BSc IT/Computer Science. Four (4) years' experience of which two (2) years at the Supervisory level as (Senior Internal Auditor (ICT Audit) and two (2) years' experience in Information Communication and Technology Audit. A valid driver's licence. Knowledge: Internal Audit Methodology, Public Finance Management Act and National Treasury Regulation, Information Technology Frameworks ( e.g. COBIT, ITIL, ISO), Public Service Regulations, Public Service Act, National Treasury Internal Audit Framework, King Report on Corporate Governance (II and III), Public Sector Risk Management Framework, Framework for managing performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognised Accounting Practice(GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework(LRA, BCEA,PAIA etc.). Skills: Communication (verbal and written), Presentation, Planning and organising, Teammate( Audit Software), Conflict Management, Leadership, Project Management, Coordinating, Risk Assessment, Negotiation, Problem Solving, Policy analysis and Development, Computer literacy, Report Writing, Driving, Analytical.

**DUTIES** : Plan allocated Information Communication and Technology audit assignment according to the approved Internal Audit Plan. Conduct Information Technology Audit projects according to the approved Internal Audit Plan. Manage resources of the Unit.

**ENQUIRIES** : Ms M Nkuna Tel No: (012) 309 4336/4428

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001or hand delivers at 215 Francis Baard Street, Laboria House.

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

**POST 12/08** : **SENIOR TRAINING OFFICER REF NO: HR 4/20/04/3HO**  
(Re-advert, applicants who previously applied must re-apply)

**SALARY** : R316 791 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/Development/Training & Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resources Development/ Training and Development Services Knowledge: Batho Pele principles, Departmental policies and procedures, Skills Development, Skills Development Levies Act, Compulsory Induction Programme (CIP) Module 1-5, Directive on Youth Development Programmes, Bursary Administration. Skills: Computer literacy, Analytical, Communication, Interpersonal, Innovative, Planning and organizing.

**DUTIES** : Implement bursary program. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implement the workplace Skills plan programs (WSP). Administer and implement of Internship Programme

**ENQUIRIES** : Mr G Mosima Tel No: (012) 309 4522

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

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



**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

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

<b><u>APPLICATIONS</u></b>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf. 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Mr VB Blose
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>NOTE</u></b>	:	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 whose 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. Applicants shortlisted for SMS posts will be subjected to the following : a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

**OTHER POSTS**

<b><u>POST 12/09</u></b>	:	<b><u>DEPUTY DIRECTOR: FORUM OF SOUTH AFRICA'S DIRECTORS-GENERAL (FOSAD) CLUSTER COORDINATION REF NO: COO37/2019</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (all-inclusive MMS remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Public Administration or equivalent relevant qualification. A minimum of 3 years relevant experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora). Knowledge of Government policies, programmes and priorities; environmental and development issues; work of Government planning and reporting mechanisms, and Government outcome based approach. Strategic Planning alignment. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict. Good communication (verbal and written), problem solving, researching and time management skills. Knowledge of record keeping. Ability to gather and analyse information; Ability to develop and apply policies
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to manage and provide content support for executive engagements in FOSAD Cluster processes to ensure efficiency in high level government decision making engagement processes; provide support for Departmental engagements in FOSAD Clusters and Implementation Forums; prepare briefing notes for the DG & DEFF representatives attending FOSAD Cluster meetings; prepare feedback to departmental management with regards to matters which have an impact on DEFF; facilitate follow up action on FOSAD Cluster decisions having DEFF implications. Provide analysis on outcomes of FOSAD planning workshops. monitor adherence to FOSAD schedule; maintain continuous communication within the intergovernmental system; manage DEFF cabinet and FOSAD Protocol; provide Secretariat services (FOSAD and Ministerial Clusters) and coordinate DEFF input into MTSF Chapters; submit the approved DEFF inputs to outcome Secretariat on time; prepare briefing for Minister and Deputy Minister on DEFF inputs submitted to delivery agreement Secretariats; communicate with DEFF planning unit on discussions and decision emanating from government planning cycle; maintain security of classified documents in accordance with MISS.
<b><u>ENQUIRIES</u></b>	:	Mr S. Starke Tel No: (012) 399 9032
<b><u>POST 12/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: COO36/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Total Package of R532 814per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year Degree/Diploma in Transportation Management or relevant equivalent qualification, coupled with a minimum of 3-5 years' experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management. In depth knowledge of Fleet Management Systems and working knowledge of government subsidized vehicle schemes. Experience in fleet operations including management of accidents, traffic violations, and vehicle maintenance. A valid driver's license is essential Skills and Competencies: Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills are required. Ability to

		work long hours and travel extensively. Render assistance to subordinates and to clients voluntarily, gathering and analyses of information, drafting of reports, interpret and apply policies, work independently and in a team.
<b><u>DUTIES</u></b>	:	Manage departmental fleet: Acquisition and disposal of Departmental vehicles, Oversee maintenance and inspection of Departmental vehicles, Administration of fleet management (incl tracking system), management of fuel cards, traffic fines, vehicle licensing, parking allocation and toll matters. Conduct awareness sessions with DEA Green Cars. Update of asset, parking and accident registers .Facilitate departmental fleet travel arrangements (including fleet, shuttle and messenger services). Manage damages and losses of fleet, including the accident management process. Management of subsidized vehicles including application verification, compliance to utilization, logsheets, vehicle inspections and conducting of training workshops. Manage payments and expenditure reports including verification of payments, verification of km claims, and verification of fleet expenditure reports and authorization of maintenance transactions. Monitor compliance: Ensure compliance to and conduct information sessions on Fleet policies and procedures, Manage Service level agreements with service providers, report irregularities, unauthorized utilization and abnormalities
<b><u>ENQUIRIES</u></b>	:	Mr G Rossouw; Tel No: (012) 399 – 8556
<b><u>POS 12/11</u></b>	:	<b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: COO34/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791. per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to conduct preventive maintenance inspection ensuring Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulations within DEA facilities. Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigation and report to relevant personnel. Develop and maintain OHS and COID Information Management.
<b><u>ENQUIRIES</u></b>	:	Mr T Molaudzi; Tel. No: (012) 399 – 8644
<b><u>POST 12/12</u></b>	:	<b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: COO35/2019</u></b>
<b><u>SALARY</u></b>	:	R316 791. per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Cape-Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to conduct inspections in order to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within DEA facilities, Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COID Information Management.
<b><u>ENQUIRIES</u></b>	:	Mr T Molaudzi; Tel. No: (012) 399 – 8644

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 04 May 2020 at 12h00 noon No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed/late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.
- ERRATUM:** Kindly note that for the post of Administrator: Taxation (Processes) with Ref No: ADM/TAX/2020/031P advertised in Public Service Vacancy Circular 11 dated 20 March 2020, the closing date has been extended to 04 May 2020

## OTHER POSTS

- POST 12/13** : **SUPPLY CHAIN ADMINISTRATOR: LOGISTICS MANAGEMENT REF NO: SCA/LM/2020-03-2C**  
(12 months contract)  
Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R208 584. per annum (basic salary) plus 37% in lieu of benefits  
: Pretoria  
: An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective Organizational skills; Planning and decision making skills and Analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and Ability to work under pressure.
- DUTIES** : The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process; Implement and maintain quotation process in accordance with legislation, Departmental policies and procedures and National Treasury Instruction notes. Receiving and opening of RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are

rotated. Keep and update the register of RFQ's. Coordinate receipts and evaluation of RFQ's: Ensure receiving and checking of quotations; Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management: Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

**ENQUIRIES APPLICATIONS** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710  
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

**FOR ATTENTION NOTE** : Mr Lesiba Sehlapelo – Recruitment  
 : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

**POST 12/14** : **SUPPLY CHAIN ADMINISTRATOR: DEMAND AND ACQUISITION REF NO: SCA/DA/2020-03-2C**  
 (12 months contract)  
 Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (basic salary) plus 37% in lieu of benefits  
 : Pretoria  
 : An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective organizational skills; Planning and decision making skills and analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure.

**DUTIES** : The purpose of the role is: To render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Execution of the bidding process: Facilitate the compilation of the procurement plan for the organization; Facilitate the prescribed bidding process; Facilitate the drafting and finalizing of terms of reference/specification; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders; Assist with monthly SCM reports. Compilation of prospective list of providers for quotations: Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Sourcing of goods and services above R500 000. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances and refreshments (SCM Bid Committee meetings) for the section.

**ENQUIRIES APPLICATIONS** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710  
 : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

**FOR ATTENTION NOTE** : Mr Lesiba Sehlapelo – Recruitment  
 : Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

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

*Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.*

**OTHER POST**

<b><u>POST 12/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE- REF NO: 01/03/2020ESA</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 9) (The successful candidate will be required to sign a performance agreement)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized (3) three year Bachelor Degree in Accounting or Financial Management. 5 (five) years' experience in Finance plus three (3) years management experience. Knowledge: Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management (PFM), Legislative, Creative Report writing, Supply Chain Management Act, Preferential Procurement Policy Framework, CET Act, Communication (both written and verbal), Computer Literacy, Time Management.
<b><u>DUTIES</u></b>	:	Facilitate all payments of creditors for the College. Coordinate and monitor the supply chain activities relating to procurement of goods and services. Manage movable and immovable assets of the College and understand the whole asset management policy, procedures and processes. Prepare of annual budget and inputs to the accounting system of the College. Work with the CFO in aligning the college strategic goals with the budget. Monitor that the College expenditure is in line with the budget and manage monthly deviations of the budget. Manage integrated budget planning and expenditure. Ensure monitor all litigation against the College and keep in control of progress. Assist in developing a project plan for monthly, quarterly and annual reporting. Review the monthly general ledger reconciliation against the trial balance and supporting documentation and ensure bank reconciliation are signed off for every bank account, as an oversight role. Ensure accurate capturing of invoices in the accounting systems in order to effect payment on time and accurately to Creditors. Ensure invoices are properly authorized in accordance with levels of authority and allocate it to correct Supplier & General Ledger accounts on a daily basis. Ensure accurate monthly reconciliations of Creditors Accounts Statements against the Accounts Payable Manage Age Analysis. Ensure all contract relating to College are signed by both parties. Attend to matters relating to internal and external auditors. Oversee the tendering processes and ensure it efficiently and transparent. Ensure management of contracts for College is monitored and controlled on effective date and lapse of contract. Supervision of Infrastructure Conditional Grant reports and procurement for such funding. Be responsible for submission of monthly reports to the office of Deputy Principal Finance. Act as chairperson for bid evaluation meeting. Responsible for checking and approval of requisition on certain threshold. To assist Deputy Principal Finance with any activity she might require. Have a full understanding of how SITA operates and be able to monitor and analyse reports from department within the College that utilises SETA funding. Be a standing member of audit committee and finance committee, and participate on engagement in such meetings. Manage and preparation of budget and monitor expenditure are in accordance with budget. Ensure proper implementation of performance management within the division. Maximise division of human physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms NB Ndlovu Tel No: (039) 940 5283
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi Tvet College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<b><u>NOTE</u></b>	:	Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (Inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. Esayidi TVET College invites suitable candidates to apply for the following permanent post:
<b><u>CLOSING DATE</u></b>	:	14 April 2020

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 17 April 2020

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 12/16** : **COURT MANAGER (5 POSTS)**

**SALARY** : R470 040 – R553 677 per annum. The Successful Candidate will be required to sign a Performance Agreement.

**CENTRE** : Magistrate's Office: Harrismith Ref No: 20/26/Fs  
Magistrate's Office: Ladybrand Ref No: 20/25/Fs  
Magistrate's Office: Odendaalsrus Ref No: 20/24/Fs  
Magistrate's Office: Botshabelo Ref No: 20/23/Fs

**REQUIREMENTS** : A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

**DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users;

**ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800.

**APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. Or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 930

**POST 12/17** : **WORK STUDY OFFICER: REF NO: 20/57/HR**

**SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Degree/National Diploma in Management Services or relevant Degree (NQF level 6) containing at least Work Study I, II and III/Organisational Effectiveness I, II, and III; More than 1 year experience as a Work Study Officer; Knowledge of Public Financial Management Act (PFMA) and Public Service Regulations. Skills and Competencies: Good communication (oral and written) skills; Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc); Problem solving; Planning and organising; Interpersonal relations; Facilitation and Presentation skills; Conflict management; Project management; Negotiation skills; Report writing; Analytical skills; Research skills; Investigation skills.

**DUTIES** : Key Performance Areas: Develop functional and organizational structures in the Department; Develop norms and standards in accordance with best practice methodology and application thereof; Design, redesign and improve business processes and procedures as well as Departmental forms; Job analysis and job evaluation of posts in the Department.

**ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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 Street, Pretoria.

<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 12/18</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office: Wesselsbron Ref No: 20/28/FS Magistrate's Office: Excelsior Ref No: 20/27/FS
<b><u>REQUIREMENTS</u></b>	:	Three year Bachelor's Degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust; Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; 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 service; Implement Departmental policies; Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800 Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>POST 12/19</u></b>	:	<b><u>MAINTENANCE OFFICERS (MR-1 – MR-3) NAMAKWA DISTRICT REF NO: 47/19/NC</u></b> Re-advertisements; candidates who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R198 411 – R332 823 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Springbok Magistrates Court An appropriate four year recognized legal qualification (BProc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to: Work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressurized environment; Institute proceedings in the Maintenance Act; Give effect to the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Phiri Tel No: (053) 802 13000 Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.

**THE DEPARTMENT OF MINERAL RESOURCES**

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
- FOR ATTENTION** : Ms T Sibutha/Ms N Maseko.
- CLOSING DATE** : 17 April 2020
- 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 licence is a requirement, a clear certified copy must be attached (also certified within the past 3 months) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

**OTHER POSTS**

- POST 12/20** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMR/20/0002**
- SALARY** : R733 257 per annum (Level 11) (All inclusive package)
- CENTRE** : North West Region (Klerksdorp)
- REQUIREMENTS** : An appropriate NQF Level 6 and a Mine Environmental Control Certificate coupled with 3-5 relevant experience. A valid driver's licence is required; plus the following key competencies: Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management, Public service staff code. Basic knowledge of labour relations and human resources management; High level management, Risk assessment techniques, Conflict resolutions, Planning and organising, Computer literacy, Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced; Ability to work under pressure.
- DUTIES** : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act. Analyse occupational Hygiene reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines. Serve on relevant board of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permits, EMPs and Township development. Compile report by giving relevant inputs to Head of branch on matters relating to Hygiene in the region inclusive of the status of the Mine. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene.
- ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4316
- NOTE** : Appointment will be subjected to a pre-medical examination. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
- POST 12/21** : **INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMR/20/0003**
- SALARY** : R733 257 per annum (Level 11) (All inclusive package)
- CENTRE** : North West Region, Klerksdorp
- REQUIREMENT** : An appropriate NQF Level 6 and a Mine Manager's Certificate of Competency (Metalliferous and/or Coal) coupled with 3-5 relevant experience, Plus the following key competencies: Knowledge: Mine Health and Safety Act, Extensive knowledge and experience of both



underground and surface mining. Understanding of the Department's policies aimed at optimal utilization of mineral resource. Basic knowledge of labour relations and human resources management, Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation, Planning and organizing, Computer literacy, Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Innovative and creative thinking ability, other: Ability to work under pressure.

**DUTIES** : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and audits, conduct inquiries and investigation 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 mechanism. Participate in tripartite structures and develop strategies towards the promotion of tripartism with the mining industry. Manage information systems. Support and develop a transformation process with the regional office.

**ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4316  
**NOTE** : The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's licence. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 12/22** : **INSPECTOR OF MINES: OCCUPATIONAL MEDICINE DMR/20/0004**

**SALARY** : R733 257 per annum (Level 11) All inclusive package)  
**CENTRE** : Free State Region, Welkom  
**REQUIREMENT** : An appropriate NQF Level 6 Diploma in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care. BA Degree Occupational and Community Health Care. Valid Code 08 driver's license and 3-5 years relevant experience, Plus the following key competencies: Knowledge: Sound knowledge of both Occupational Medical and Nursing discipline. Understanding of MHSA & regulations and directives. Understanding general mining practices and occupational health risks associated with. Knowledge of Petrochemical industry, diving and equipment, Skills: Ability to apply knowledge, researching skills, Good communicator, Have good investigating skills, Must be computer literate, 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, Other: 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 application for exemptions, permissions and proposed legislation.

**DUTIES** : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine occupational medicine and take the necessary enforcement action where necessary. Investigate, inquire and report on mine related diseases, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations guidelines and standards. Prepare replies to application for exemptions permission and approvals.

**ENQUIRIES** : Mr P 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.

**POST 12/23** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMR/20/0005**

**SALARY** : R733 257 per annum (Level 11) (All inclusive package)  
**CENTRE** : Free State Region, Welkom  
**REQUIREMENT** : An NQF Level 6 and a Certificate of Mine Environmental Control coupled with 3-5 years appropriate experience in the mining industry. A valid drivers license is required PLUS the following competencies: Mine Health and Safety Act and Regulations & Legal Hazards identification and risk management. Public Service staff code. DMR Policy, Skills: Ability to interpret and apply Mine Health and Safety Act, DMR policy and Staff code, Management skills-planning, Leadership, Organising and Controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend Mining Occupational Hygiene Solutions, Negotiations skills, Budget control and Language proficiency, Computer literacy, Ability to recommend mining engineering solutions, Communication: 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 types of Mine equipments 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** : Conduct and report on underground, shaft and surface audits and inspections on the matters relating to occupational Hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate, inquire and report on mine related accidents, contraventions and complaints as analyse mine accident and trends to determine high risk mining operations and take appropriate action. Serve on any necessary. Investigate, consult and provide inputs on mine closures, prospecting rights, mining rights and permits. EMP's and township development.

		Provide inputs to regional reports revision of machinery regulations, guidelines and standards. Prepare replies to applications and approval related to occupational hygiene.
<b><u>NOTE</u></b>	:	This appointment is subject to pre-medical examination of fitness and candidates must be in possession of valid Code 08 driver's licence. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyaqcela Tel No: (057) 391 1371
<b><u>POST 12/24</u></b>	:	<b><u>INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMR/20/0006</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All inclusive package)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENT</u></b>	:	An appropriate NQF level 6 and a Mine Manager's Certificate of Competency/A Mining Degree/Diploma/B Tech, Plus the following competencies, Knowledge: Mine Health and Safety Act and Regulations & Legal proceedings, Mine Equipment's such as winders, boilers, plants etc, Human Resource and Labour Relations Act, Understanding of the Department's policies aimed at optimal utilization 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 accident investigation, ability to interpret and analyse accidents stats, negotiation skills, planning and organizing skills, budget control, computer literacy, Ability to recommend mining engineering solutions, Communication: 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 types of Mine equipment's 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.
<b><u>DUTIES</u></b>	:	Monitor compliance to Mine Health and Safety Act, 1996, including testing and licensing of equipment on mines i.e winders, lifts, chairlifts boilers, and statutory inspections. 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 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, Where necessary serve on examination boards (i.e Blasting and mine oversee' s certificate. Compile regional reports and give inputs to Head Office on the revision of mining related regulations, drafting of guidelines and standard Directives, instruction, exemptions and permission. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyaqcela Tel No: (057) 391 1371
<b><u>NOTE</u></b>	:	This appointment is subject to pre medical examination of fitness and candidates must be in possession of valid Code 08 driver's licence. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply
<b><u>POST 12/25</u></b>	:	<b><u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMR/20/0007</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 12) (All inclusive package)
<b><u>CENTRE</u></b>	:	Northern Cape Region, Kimberley
<b><u>REQUIREMENT</u></b>	:	An appropriate NQF Level 6 and a Certificate on Mine Environmental Control, PLUS the following competencies: Knowledge: Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management Public service Staff Code. Basic knowledge of labour relations and human resources management, Skills: High level management. Risk assessment techniques. Conflict resolutions, negotiation, planning and organising. Computer literacy, Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Innovative and creative thinking ability. Ability to work under pressure. Other: Ability to work under pressure.
<b><u>DUTIES</u></b>	:	The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Statistical analysis and conducting inspections on different mines based on the performance and Health and safety statistics prioritising high risk mining. Analyse occupational Hygiene Reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related accident, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal or written instructions. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights and permits, emp's and township development. Compile report by giving relevant inputs to Head of branch on matter related to Hygiene in the region inclusive of the status of the Mines.
<b><u>ENQUIRIES</u></b>	:	Mr T Mateta Tel No: (079) 983 2024/053 807 1735
<b><u>NOTE</u></b>	:	The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply
<b><u>POST 12/26</u></b>	:	<b><u>INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMR/20/0009</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All inclusive package)
<b><u>CENTRE</u></b>	:	Northern Cape Region, Kimberley

<b><u>REQUIREMENT</u></b>	:	An appropriate NQF Level 6 and a Certificate of Competency for mechanical or Electrical Engineer Mining or be registered as a Professional Mining Engineer – travelling vast distances and willing to work under extreme temperatures in deep level underground mines. Plus the following competencies: Mine Health and Safety Act and Regulations & Legal proceedings. Mining Engineering e.g Winder, Boilers, Plants etc. Hazard identification and Risk Management Public Service staff Code. Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management, Skills: High level management. Risk assessment techniques. Conflict resolutions, negotiation, planning and organising. Computer skills, report writing and formulation, Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Be able to recommend mining engineering solutions, Creativity: Innovative and creative thinking ability, other: Ability to work under pressure.
<b><u>DUTIES</u></b>	:	The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Test and license equipment on mines e.g Winders, lifts, chairlifts, boilers and conduct statutory inspections. Conduct oral and written examinations i.e certificate of competency in engineering, onsets certificate and mine overseer's certificate. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR's and township development. Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g MQA/MRAC/SIMRAC.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr T Mateta Tel No: (079) 983 2024/053 807 1735
<b><u>POST 12/27</u></b>	:	<b><u>INSPECTOR OF MINES: OCCUPATIONAL MEDICINE REF NO: DMR/20/0009</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R733 257 per annum (Level 11) (All inclusive package) Eastern Cape Region, Port Elizabeth
<b><u>DUTIES</u></b>	:	An appropriate NQF Level 6 in Nursing Science, (General Nursing, Midwifery, Psychiatry and Community Health nursing), Degree in Occupational Health Nursing/equivalent qualification as an additional qualification registered with South African Nursing Council (SANC), 10 years of experience as registered nurse plus a minimum of 5 years of work experience in occupational health setting. Work experience from the mining industry will be an added advantage. Valid SANC membership, PLUS the following competencies: Knowledge of Mine Health and Safety Act, MHSA, OSH Act, ODMWA and other Occupational health related legislations, Sound Knowledge of both Occupational Health nursing and primary health care, Skills: Good communicator, Researching skills, Have good investigating, skills, Problem solving skills, Computer literacy, Communication: Ability to communicate verbally and in writing at all levels to mine officials and public, Creativity: Ability to analyse workload and work-related problems and to draft and implement a strategy to ensure an improvement, Other: Health and safety hazards /risks recognise and respond, Ability to apply MHSA, Health and of sound psychological health.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Provide inputs to regional reports, revision of medical regulations, guidelines and standards related to occupational medicine. Collection of occupational medicine statutory data on monthly and annual basis from the mines. Do quality check on occupational medicine statutory data submitted by the mines. Participate at tripartite forums and other occupational health related forums.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr T Doyle Tel No: (041) 4036607 Applicants must be in possession of a valid SANC membership certificate. Computer Literacy and ability to work under pressure. These appointments will be subject to a pre-placement medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license). Applicants must be willing to travel extensively.

**REPUBLIC OF SOUTH AFRICA  
OFFICE OF THE CHIEF JUSTICE**

*The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:*



- APPLICATIONS** : **National Office: Midrand:** 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.  
**Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley  
**Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to 12th floor, Cnr Pritchard and Kris Street, Johannesburg.  
**Kwazulu-Natal/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- CLOSING DATE** : 14 April 2020
- NOTE** : 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 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](http://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 12/28** : **STATE LAW ADVISOR, REF NO: 2020/41/OCJ**
- SALARY** : R763 212. per annum (LP7-LP8) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: An LLB or 4 years recognised legal qualification. At least 5 years' appropriate post qualification litigation or advisory experience. Admission as an advocate or attorney. A valid driver's licence. An understanding of the functioning of the Superior Courts would be an added advantage. Skills and Competencies: Legal Research and Analytical skills, problem solving and decision making skills, Good communication skills (written and verbal). Computer literacy, Planning and organising skills, and report writing skills.
- DUTIES** : Conduct legal research on Judges ethics and conduct of Judicial Officers, Establish and maintain Complaints Register of complaints lodged against Judges; Provide legal advisory on complaints lodged against Judges, Provide Secretariat support to the Judicial Conduct Committee and other Committees of the Judicial Service Commission; and Manage litigation process for the Judicial Service Commission.
- ENQUIRIES** : Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500
- POST 12/29** : **CHIEF REGISTRAR REF NO: 2020/42/OCJ**  
Re-Advert Candidates who previously applied are encouraged to re-apply
- SALARY** : R473 820 per annum. (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley  
: An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience and a valid driver's license. Leadership and Managerial experience. Computer literacy. Skills and Competencies: Communication (Verbal and Non-verbal), Numerical Skills, Technical Expertise, Attention to detail, Planning, Organizing and Control, Problem solving

		and decision making skills, Customer service, interpersonal skills, conflict management, work ethic and motivation, Self-management, Professionalism appearance and conduct.
<b><u>DUTIES</u></b>	:	Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President, make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.
<b><u>ENQUIRIES</u></b>	:	Ms S Ruthven Tel No: (053) 807 2733
<b><u>POST 12/30</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK, REF NO: 2020/43/OCJ</u></b>
<b><u>SALARY</u></b>	:	R257 508. per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour And Labour Appeals Court: Johannesburg A three year National Diploma/Degree in Financial Management /Accounting/Commerce, Cost and Accounting, Public Management or Business Administration. Three years' relevant experience in financial environment. Skills and Competencies: Computer literacy, excellent communication skills (verbal and nonverbal), problem solving skills, Ability to work under pressure, individually and within team. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPFMA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS).
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions, Supervise and perform salary administration support services, Supervise and perform bookkeeping support services, render a budget support service, Supervise Human Resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<b><u>POST 12/31</u></b>	:	<b><u>ADMINISTRATION CLERK (LEGAL), REF NO: 2020/44/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pietermaritzburg High Court A Grade 12. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Behavioural Competencies: Research skills, communication skills (verbal and written), minute taking skills, time management skills, Good reporting skills, Creative and analytical thinking skills, Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate, Provide Administrative functions to the Regional Court President/Chief Magistrate, Compilation of statistics, Case Flow management, assisting Regional Court Registrar.
<b><u>ENQUIRIES</u></b>	:	Ms L Marrie Tel No: (031) 372 3168
<b><u>POST 12/32</u></b>	:	<b><u>ACCOUNTING CLERK, REF NO: 2020/45/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand A Grade 12. Skills and Competencies: Good communication skills, planning and organising skills, attention to detail, deal and work within deadlines, proven Computer literacy including MS Word & MS Excel, calculation skills. Knowledge of BAS and Persal.
<b><u>DUTIES</u></b>	:	Capturing S&T Claims, sorting of all Payroll Certificates according to various pay points, filling of documents, capturing salary related transactions on Persal and BAS. Administration of SARS PAYE
<b><u>ENQUIRIES</u></b>	:	Ms L Mothmane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533
<b><u>POST 12/33</u></b>	:	<b><u>ADMINISTRATION CLERK: ASSET CONTROLLER, REF NO: 2020/46/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703. per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Local Division: Johannesburg A Grade 12. Skills and Competencies: Knowledge of relevant legislation. Financial Management and Public Asset Management. Excellent communication skills, Computer literacy, analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines. Solution Oriented Service Delivery Innovation (SDI), client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Facilitate the maintenance of a complete reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased asset register. Perform the

**ENQUIRIES**

physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable. Redundant and obsolete assets.  
Ms T Mbalekwa Tel No: (011) 355 0404

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 17 April 2020 @ 16:30 pm
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. 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 six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPMSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

## OTHER POSTS

- POST 12/34** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 018/2020**  
Office of the Director-General
- SALARY** : R733,257 per annum (Level 11) (all-inclusive salary package) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria  
A 3-year tertiary qualification (NQF 6) in Office Administration/Public Administration/Management/ Secretariat or equivalent with at least 6 years' experience in an Executive Office support environment of which 3 years should be in an administrative environment and 3 years at ASD/Middle Management level. An NQF 7 qualification will serve as an added advantage. Valid driver's license is required. Competencies/Skills: Good project management skills, ability to produce good quality of work, be reliable and take initiative. Good Interpersonal relations and communication skills, language skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work long hours under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to effectively and efficiently manage and coordinate the administrative functions in the Office of the Director-General. This entails administrative support to the DG and head of the office. Management and coordination of all special projects in DG's office. Management of finance; procurement, equipment and

facilities. Coordinate internal and external executive engagements and supervision of staff. Manage flow of documents to and from DG's office. Ensure compliance by DG's office to all statutory responsibilities in terms of PSA, PFMA and any other relevant prescripts. Ensure effective and efficient business/operational and performance annual planning for the Office of the DG.

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

**POST 12/35** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 019/2020**  
Outcome: Local Government and Human Settlements

**SALARY CENTRE REQUIREMENTS** : R316 791. per annum (level 8) plus benefits  
: Pretoria  
: An appropriate 3 year tertiary qualification (NQF 06) in Public Administration, Office Management, Secretarial or equivalent with at least 4 years' experience of which 2 years must be in an administrative environment and 2 years at supervisory level. An NQF 7 will serve as an added advantage. The following skills will serve as a recommendation: Report writing skills, desktop research skills, analytical skills or/and statistics skills and experience. 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. Must have good interpersonal relations, planning and execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff/Intern. Must have the ability to delegate and empower subordinates. Must have knowledge of the Public Finance Management Act and Treasury Regulations Service Act and Regulations

**DUTIES** : The successful candidate will be responsible for providing administrative support to the unit. This entails rendering of effective financial support: monitoring expenditure of the unit. Providing data and information support. Rendering of effective human resources support: ensuring timely submission of performance agreements, reviews and assessments of staff members of the Unit; coordinating and consolidating training according to PDP's and ensuring that leave registers are completed in the unit. Supervising and rendering of effective procurement support: supervising the compilation and coordination of procurement plans for the Unit which is aligned to the budget and monitoring expenditure and implementation of procurement plans. Supervising and rendering of general administrative support within the Unit: Collecting, analysing and collating of information as requested by the Head of the Unit; drafting of correspondence (submissions, letters and reports) as instructed by the Head of the Unit; sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Organising of stakeholder workshops. Updating/recommending of the updating of enabling Prescripts, Policies and Procedures: studying of the relevant Public Service and departmental prescripts/policies and processes and procedures applicable in the Head of the Unit's office and the updating thereof.

**ENQUIRIES** : Mr M Lehong, Tel No: (012) 312-0540.



**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- 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.
- CLOSING DATE** : 16 April 2020
- NOTE** : The Programme will be for a non-renewable period of 24 months. Interested candidates should forward a completed Z83 Form obtainable from any Public Service Department, accompanied by a comprehensive CV and certified copies of their ID and qualifications (Certified copies must not be older than 6 months) (including Grade 12 Certificate academic record and Diploma/Degree certificate). No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within one month of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check.

**INTERNSHIP PROGRAMME FOR 2020-2022**

*Through the Internship Programme, the Department of Public Works and Infrastructure is committed to provide opportunities for qualifying candidates to gain skills, experience and knowledge in their respective career fields*

**OTHER POSTS**

- POST 12/36** : **INTERNSHIP**  
(24 Moths contract)
- STIPEND** : R5 066 - R6 083.70 per months depending on the Qualification of the Candidates
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Applicants must be South African citizens who have never participated in an internship programme in any government department who have completed N6 Certificate/National Diploma/Degree qualification in any of the following study fields: Logistics/Records Management/Financial Management/Journalism/Administrative Management/Public Management/Internal Audit/Office Management/Marketing and Communication /Accounting/Social Science/Law/Management Assistant/Public Relations/Human Resource Management/Human Resource Development/Information Technology and Support/Computing Systems /Management/Social Work/Graphic Design/Event Management. NB: Applicants for Student Internship or Work Integrated Learning must provide a letter from the institution to undertake the Programme
- ENQUIRIES** : Ms. F Maseko Tel No: (012) 406 1307  
Ms. N Makala Tel No: (012) 406 1304

## THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.
- CLOSING DATE** : 14 April 2020 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV indicating three contactable reference persons with the following information: name and contact numbers and/or email addresses, an indication of the capacity in which the reference is known to the candidate with certified copies of qualifications (certified in the past 6 months) and an ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Note: Failure to submit these copies will result in the application not being considered. All shortlisted candidates will be subjected to personnel suitability checks on criminal record, citizen verification, financial records check, qualification verification, reference checks and applicants could be required to provide consent for access to their social media accounts. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into a performance agreement with the Department of Small Business Development within 3 months of appointment, as well as completing a financial interest declaration from within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

## OTHER POSTS

- POST 12/37** : **HR PRACTITIONER: HRPSS REF NO: HRPSS 27/20**  
(12 Months Contract)
- SALARY** : R257,508 plus 37% in lieu of benefits per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Nat Diploma (NQF 6) in Human Resource Management or Development/Social/Behavioural Science (Industrial Psychology)/Public Administration/Public Management or related. A Minimum of 2 years' experience in Human Resource Management/Transformation/ Human Resource Planning/ Diversity Management/Gender Mainstreaming/Disability Management environment. Computer Literacy (MS Package). Added advantage will be given to those with PERSAL Training (Introduction /Leave/Personnel Administration/Establishment)
- DUTIES** : Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures i.e. medium term HR Plan; 3 year EE Plan; Annual assessment of the HR Component and Internal Transformation Action Plans. Develop standardised templates, schedules and registers to support implementation processes, Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In regards to HR Planning, Consult business units on human resource needs; Collate HR Planning information; Conduct human resource gap analysis in respect of numbers, skills and competencies; Analyse the demand and supply of human resources for the DSBD based on the internal and external factors; Design and facilitate implementation of interventions to address limitation of resources (centralisation, outsourcing, automation, etc.). In regards to DSBD internal transformation initiatives, Coordinate the development of the DSBD Employment Equity Plan and annual reporting; maintain statistical analysis templates and Employment Equity (EE) status reports; and Provide EE profiles in support of employment practices. Develop/ design HR systems and databases. Capture/update information on relevant systems, maintain hard copy filing systems, maintain electronic filing systems, safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources planning and internal transformation related policies, strategies and matters to ensure compliance, conduct formal presentations during awareness workshops/meetings. Provide logistical support services such as arranging meetings; venues and refreshments (includes procurement process), arranging transport and serve as secretariat on HR meetings.
- ENQUIRIES** : The Recruitment Office, Tel No: (012) 394 1440/5286/3097
- POST 12/38** : **HR PRACTITIONER: PM & HRD REF NO PM&HRD 28/20**  
(12 Months Contract)
- SALARY** : R257,508 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Nat Diploma (NQF 6) in Human Resource Management/Development/Public Administration /Public Management or related. Minimum of 2 years' experience in Human Resource

Management or Development environment. Computer Literacy (MS Package). Added advantage will be given to those with PERSAL Training (Introduction/Leave/Personnel Administration).

**DUTIES**

: Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the areas of, performance management System; training and development programmes; internal and external bursaries and/or scholarships; recognition of prior learning; workplace skills plan and additional training plans; and Internship programme. Develop standardised templates, schedules and registers to support implementation processes, Conduct research on relevant matters and advise on new trends, Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In terms of Performance Management; facilitate submission of Agreements/Assessments/Personal Development Plans; facilitate moderation process; facilitate PM outcomes process (Improvement Plans/Pay Progression & Cash Awards). In terms of Human Resource Development, Conduct and/or coordinate training interventions; and maintain statistical analysis templates. Develop/design HR systems and databases. Capture/update information on relevant systems, maintain hard copy filing systems, maintain electronic filing systems, and safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance, Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process), arranging transport and serve as secretariat on HR meetings.

**ENQUIRIES**

: The Recruitment Office, Tel No: (012) 394 5286/1440/3097

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms E Steenkamp
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>NOTE</u></b>	:	Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

<b><u>POST 12/39</u></b>	:	<b><u>SYSTEM ANALYST REF NO: Q1/A/2020</u></b> Directorate: Systems Development
<b><u>SALARY</u></b>	:	R376, 596 per annum
<b><u>CENTRE</u></b>	:	Pretoria, HSRC Building
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma in Information Technology plus credible experience in IT Solutions/Systems Development. Knowledge of the Public Service Legislation. Knowledge of and experience in the field of information systems development and database administration. Knowledge of and experience in leading/working on information systems projects. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Policy analysis skills. Office management and administration skills. Computer literacy. Client liaison skills. Analytical skills. Report writing skills. Attributes: Integrity. Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident. Willingness to learn. Team player. Key Responsibilities: Design and enhance IT systems using systems development and design tools across all the systems. Analyse current systems, design and document possible implementation plans for systems. Liaise with external service providers to make them understand the E-R diagrams and dependences within the various modules of the system. Analyse requirements from various directorates and design and develop business solutions. Design, plan and manage all information technology (IT) network related activities.
<b><u>ENQUIRIES</u></b>	:	Ms M Nkhethoa, Tel No: (012) 312-7108
<b><u>NOTE</u></b>	:	In terms of the Chief Directorate's employment equity targets, Coloured and Indian males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.
<b><u>POST 12/40</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT REF NO: Q1/B/2020</u></b> Office of the Chief Director: Human Capital Management
<b><u>SALARY</u></b>	:	R208, 584 per annum
<b><u>CENTRE</u></b>	:	Pretoria, HSRC Building
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus minimum of one (1) year administration experience. Knowledge of relevant Public Service legislation. Knowledge of financial, procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Communication (written and verbal) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office Administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Discipline.

**DUTIES**

: Key Responsibilities: Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for the business unit. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.

**ENQUIRIES**

: Ms E Steenkamp, Tel No: (012) 312-7482

**NOTE**

: In terms of the Chief Directorate's employment equity targets, Coloured and White males and African females as well as persons with disabilities are encouraged to apply.

## 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.*

**CLOSING DATE** : 14 April 2020 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 in PDF format, quoting the relevant reference number and the name of the position on the subject line to the e-mail address mentioned below. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

## OTHER POSTS

**POST 12/41** : **SENIOR ANALYST: CASH MANAGEMENT REF NO: S043/2020**  
 Division: Asset and Liability Management (ALM)  
 Purpose: To develop and implement policies and processes regarding cash flow and investment management in National, Provincial Governments and Schedule 2 & 3 Public Entities reporting to the Minister of Finance.

**SALARY** : R869,007 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma/Degree in Accounting/Economics, A minimum of 4 years' experience obtained in an Accounting or Banking environment, Knowledge of the PFMA, Treasury Regulations and other regulatory requirements, Knowledge and experience of the Money Markets and Investment Techniques.

**DUTIES** : Manage Exchequer investments: Perform funding of expenditure of National Departments and related stakeholders. Initiate the investment of surplus cash to obtain maximum returns, Monitor interest earnings on all Exchequer investment accounts: Tax and Loan accounts, investments in the Corporation for Public Deposits' (CPD) accounts and Sterilisation Deposit account and foreign currency account, Monitor daily investment limit in the Tax and Loan accounts utilising the risk spread ratios and limits, and update the capital & reserve schedule in conjunction with South African Reserve Bank, Analyse investment rate and consider the most appropriate investments in conjunction with investment policy guidelines for optimally investment of surplus cash, Maintain an effective tax and loan account structure Optimise the use of broader public sector cash: Coordinate cash management and investment initiatives with departments, provinces and public entities and liaise with the (CPD) Corporation for Public Deposits and the South African Reserve Bank, Manage the process to extend Corporation for Public Deposits portfolios for all Public Entities and other public sector accounts in addition to the IGCC portfolio, Maintain a forecasting process to ensure that money in the CPD is effectively utilised Policy analysis, develop and implementation: Review and analyse procedural manuals and policy documentation on effective cash management, Initiate research and scrutinize international best practices on cash management techniques and money market operations for implementation, Prepare presentations, collate and consolidate reports and graphs on cash management, Research on the optimisation of returns on investments Forecasting of cash flows: Forecast cash flow over the short-medium and long-term period, Maintain bridging finance facilities to cover short-term liquidity shortfalls, Review forecasting models, analyse variances, propose and implement changes, Evaluate financial management systems' impact on sound cash management and propose improvements where necessary.

**ENQUIRIES** : Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.

**APPLICATIONS** : may be sent via e-mail to [Recruit.ALM@treasury.gov.za](mailto:Recruit.ALM@treasury.gov.za)

**CLOSING DATE** : 14 April 2020 at 12:00 pm.

**POST 12/42** : **SENIOR POLICY ANALYST: NATIONAL GOVERNMENT ACCOUNTS REF NO: S046/2020**

Division: Budget Office (BO)

Purpose: To provide accurate and reliable financial data related to the national sphere of government for the analysis, policy formulation and reporting in compliance with legislation, and local and international reporting standards, as well as to provide advice to national departments on reporting standards.

**SALARY** : R869,007 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/Diploma in Accounting/Public Finance/Economics/Business Economics/ Management, Minimum of 4 - 6 years' experience in the budgeting process of government, Using of the economic reporting format, Using of the International Monetary Funds' Government Finance Statistics system of classification, Using of the Microsoft suite of products, with very good knowledge of Excel.
<b><u>DUTIES</u></b>	:	MTEF process of national departments: Provide inputs/comments for MTEF guidelines, Provide data required for MTBPS and Adjusted Estimates, Provide data required for the Budget Review Estimates of National Expenditure: Provide inputs/comments for ENE guidelines, Develop and update ENE checklist to verify the technical accuracy of the Budget database, Analyse Budget databases and inform budget analysts of inconsistencies, Arrange ENE data committee meetings and provide inputs, Prepare ENE table templates as well as summary tables Actual expenditure and receipts: Receive the revenue input and compile a schedule of the actual expenditure and receipts of National department at year-end, Administer the compilation of a database of annual financial statement actual expenditure and receipts. Verify the data and prepare the relevant summaries, Compile a quarterly summary report on receipts of national departments and provinces, Assist various role-players by providing data and reply to queries Standard Chart of Accounts: Assist with SCOA requests logged on the Helpdesk and the call centre, Serve as committee member of the SCOA Technical Committee and attend bi-weekly meetings, Assist with the functional classification of national departments, provinces and entities to ensure alignment with the GFS classification in consultation with other role-players.
<b><u>ENQUIRIES</u></b>	:	Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.
<b><u>APPLICATIONS</u></b>	:	may be sent via e-mail to <a href="mailto:Recruit.BO@treasury.gov.za">Recruit.BO@treasury.gov.za</a>
<b><u>POST 12/43</u></b>	:	<b><u>POLICY ANALYST: NATIONAL BUDGETS REF NO: S045/2020</u></b> Division: Budget Office (BO) Purpose: To assist with the implementation of processes and procedures pertaining to National Government budget determination, expenditure reporting processes and the monitoring of cash flow projections in accordance with relevant legislation and policies
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470,040 per annum (Excl. benefits) Pretoria
<b><u>DUTIES</u></b>	:	A Bachelor's Degree in Economics/Public Management/Administration/Social Sciences or equivalent qualifications, A minimum of 2-3 years' experience related to national government's budget formulation and execution processes, Knowledge of the PFMA, Money Bill Amendment, Procedure and Related Matters Act (2009) and Treasury Regulations, Knowledge of operational and consultation processes, conceptualization and expenditure analyses • Knowledge to formulate recommendations, Knowledge of legislation and practices.
<b><u>DUTIES</u></b>	:	Drawings on the National Revenue Fund: Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda, Coordinate and maintain control registers in comparison with the Office of the Accountant-General's info as implemented on the SafetyNet system, Expenditure Reporting System Analysis and Enhancement: Distribute, collection and verify data-file templates for specific departments' monthly expenditure reports, Coordinate, verify and maintain the distribution of expenditure to stakeholders, Provide inputs to pre-determined departments for assistance with the drafting of the under-spending report, Compile unauthorised expenditure schedules and assist with the drafting of the finance bills, Verify budget allocations for specific predetermined departments on transversal systems Adjusted Estimates of National Expenditure (AENE): Collect, verify drawings information of the budget cycle for pre-determined departments and assist with the drafting of memoranda, Assist with roll-overs in the gathering of user requirements and the compilation of templates and summaries, Assist with the logistical arrangements pertaining to meetings and compile request for approval of recommendations, Compile letters and annexures for the shifting of funds between votes, Assist with unforeseeable and unavoidable expenditure and provide guidance and support with the Treasury Committee meetings, Verify the correction of AENE information contained in datafile templates, chapters and tables and allocation of letters, Provide assistance with additions to the appropriation bills pertaining to bill schedules Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE): Collate, edit, verify and correct MTEF information and support the Medium Term Expenditure Committee, Assist with the compilation and verification of MTEF summaries, allocations frameworks and supporting documentation, Provide recommendation in respect of budget structure change requests and the coordinate the Public Finance approval.
<b><u>ENQUIRIES</u></b>	:	Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.
<b><u>APPLICATIONS</u></b>	:	may be sent via e-mail to <a href="mailto:Recruit.BO@treasury.gov.za">Recruit.BO@treasury.gov.za</a>
<b><u>POST 12/44</u></b>	:	<b><u>PROGRAMME COORDINATOR REF NO: S047/2020</u></b> Division: Public Finance (PF) Purpose: To coordinate and render an administrative support services to the Economic Services Chief Directorate.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316,791 per annum (Excl. benefits) Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/Degree Public Administration/Business Management/Project Management, A minimum of 2 years' experience obtained in an office administrative environment, Knowledge of the PFMA and Treasury Regulations, Knowledge and exposure

**DUTIES**

to the budget coordination processes, Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

: Integrated CD Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service enhancement and standardisation, Develop and maintain a filing system for record and audit purposes, Initiate the integration of all business units within Economic Services to monitor the effectiveness of service delivery and propose improvement where necessary, Administer leave centrally within the Economic Services business sphere and update the leave register for verification, Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices, Draft memoranda and record all on an electronic filing system for record purposes and editing where required CD Business Support: Acknowledge and confirm meetings, invitations to workshops and co-ordinate and assist business units to attain their outputs, Provide inputs to the compilation of agendas, taking minutes, and follow-up on required outstanding commitments from business units within Economic Services, Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within Economic Services, Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust in Economic Services' service offerings, Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle, Monitor expenditure against commitments and sensitise on possible on over spending, Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

**ENQUIRIES**

: Human Resources on Tel No: (012) 315 5100 and follow the voice prompts and press number 2.

**APPLICATIONS**

: may be sent via e-mail to [Recruit.PF@treasury.gov.za](mailto:Recruit.PF@treasury.gov.za)



**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS**

: Applications form must be hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre which the ref. number are allocated to):  
**Aliwal North** (EC04/03/20 to EC06/03/20) 21 Grey Street (Old SPAR Building), room 103/108 Ground Floor, Aliwal North 9750 Enquiries W/O Zililo/PPO Lepota Tel No: (051) 633 1443/1470  
**Alice** (EC01/03/20 to EC03/03/20) 1 Bell Street, Alice 5700 Enquiries PO Bukani/PO Mawisa Tel No: (040) 653 0875  
**Cofimvaba** (EC07/03/20) Cofimvaba Cluster, Main Street, Cofimvaba 5380 Enquiries PPO Mdlungu Tel No: (047) 874 0009 (Ext. 119/114)  
**East London** (EC08/03/20 to EC10/03/20) Waverly Park, Room G06, 36 Phillip Frame Street, Chiselhurst, East London 5201 Enquiries Capt Hen Tel No: (043) 711 3743  
**Elliot** (EC11/03/20) 17 Barry Road, Elliot 5460 Enquiries Capt Gcebe/PO Matshiqi/AC Njokweni Tel No: (045) 931 6026/6028  
**Graaff-Reinet** (EC12/03/20) 4 Middle Street, Graaff-Reinet 6280 Enquiries PO NR Johnson Tel No: (049) 807 1128  
**Grahamstown** (EC13/03/20 to EC15/03/20) Grahamstown Police Station, 16 Beaufort Street, Market Square, Grahamstown 6141 Enquiries PO Lungile Tel No: (046) 603 9109  
**Humansdorp** (EC16/03/20 & EC17/03/20) 2 Rheeboek Street, Panorama, Humansdorp 6300 Enquiries PPO L Gova Tel No: (042) 200 7107  
**King William's Town** (EC18/03/20 to EC20/03/20) King William's Town SAPS, 28 Amatola Row, King William's Town 5600 Enquiries Capt Zoya/AC Jongihlati Tel No: (043) 604 0163 /0170  
**Motherwell** (EC21/03/20 & EC22/03/20) Motherwell Police Station, 1<sup>st</sup> Floor – Room 145, 100 Tyinira Road, Motherwell NU 10, 6212 Enquiries Capt Engelbrecht Tel No: (041) 407 6462/6521  
**Mount Fletcher** (EC23/03/20 to EC25/03/20) Taylor Bequest Street, Mount Fletcher, 4770 Enquiries W/O Lesirela Tel No: (039) 257 0020  
**Mount Road** (EC26/03/20 to EC28/03/20) Mount Road SAPS, 1-9 Lennox Street, Mount Croix, Port Elizabeth, 6000 Enquiries Lt Col Pohleli Tel No: (041) 394 6629  
**Mthatha** (EC29/03/20 & EC30/03/20) PRD II Building, 10<sup>th</sup> Floor, Room 1053, Sutherland Street, Mthatha, 5099 Enquiries Capt Z Mabusela/PO G Makamba Tel No: (047) 505 5141/5279  
**Mdantsane** (EC31/03/20) Mdantsane SAPS, 2<sup>ND</sup> Floor, 1 Mazaule Street, NU1, Mdantsane, 5219 Enquiries Lt Col Kemp Tel No: (043) 708 7000  
**Port Alfred** (EC33/03/20 & EC34/03/20) 3 Pascoe Crescent, HRM – Room 28, Port Alfred, 6170 Enquiries AC Z Joni Tel No: (046) 604 2023  
**Port St Johns** (EC35/03/20 & EC36/03/20) Port St Johns SAPS, Berea Road, Port St Johns, 5120 Enquiries PPO Johannes Tel No: (047) 564 6230/6223  
**Queenstown** (EC37/03/20 to EC41/03/20) Old SANDF Base, Building 57, Queenstown, 5320 Enquiries PO Bakumemni/PO Nyathi Tel No: (045) 808 1127/1036  
**Uitenhage** (EC42/03/20) Uitenhage SAPS, Broad Way Building, Chase Street, Uitenhage, 6229 Enquiries PO E Tshikila Tel No: (041) 996 3015  
**Provincial Head Office (PHO)** (EC32/03/20) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 Enquiries: PO Nogaga/PO Zenani Tel No: (040) 608 7158/154/248

**CLOSING DATE**

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

**NOTE**

: Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31<sup>st</sup> of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement,

please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

#### OTHER POSTS

**POST 12/45** : **GENERAL WORKERS: ALICE – REF.NO: EC01/03/20**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : South African Police Service, Eastern Cape  
Keiskammahoek Ref.No: EC02/03/20  
Middledrift Ref.No: EC03/03/20  
Burgersdorp Ref.No: EC04/03/20  
Jamestown Ref.No: EC05/03/20  
Malatswai Ref.No: EC06/03/20  
Cala Ref.No: EC07/03/20  
Gonubie Ref.No: EC08/03/20  
Needscamp Ref.No: EC09/03/20  
Scenery Park Ref.No: EC10/03/20  
Rossouw Ref.No: EC11/03/20  
Baviaanskloof Ref.No: EC12/03/20  
Committees Ref.No: EC13/03/20  
Peddie Ref.No: EC14/03/20  
Tyefu Ref.No: EC15/03/20  
St Francis Bay Ref.No: EC16/03/20  
Thornhill Ref.No: EC17/03/20  
Khubusiedrift Ref.No: EC18/03/20  
King Williams Town Flying Squad Ref.No: EC19/03/20  
Zelee Ref.No: EC20/03/20  
Paterson Ref.No: EC21/03/20  
Zwide Ref.No: EC22/03/20  
Maluti K9 Ref.No: EC23/03/20  
Mount Fletcher FCS Ref.No: EC24/03/20  
Pohlile Ref.No: EC25/03/20  
Bethelsdorp Ref.No: EC26/03/20 (2 Posts)  
Chatty Ref.No: EC27/03/20  
Mount Road: Civil Litigation Ref.No: EC28/03/20  
Qumbu Ref.No: EC29/03/20  
Tsolo Ref.No: EC30/03/20  
Cambridge: Ant Corruption Unit Ref.No: EC31/03/20  
PHO: Finance & Admi Ref.No: EC32/03/20 (2 Posts)  
Hamburg Ref.No: EC33/03/20  
Port Alfred Ref.No: EC34/03/20  
Lusikisiki POPS Ref.No: EC35/03/20  
Port St Johns Ref.No: EC36/03/20  
Cathcart Ref.No: EC37/03/20  
Ilinge Ref.No: EC38/03/20  
Kolmane Ref.No: EC39/03/20  
Mlungisi Ref.No: EC40/03/20  
Ntabethemba Ref.No: EC41/03/20  
Kamesh Ref.No: EC42/03/20

**REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours. Additional requirements applicable to the posts of K9 Unit:- not being allergic to dust/animals/grass

**DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : PO Nogaga/PO Zenani Tel No: (040) 608 7158/155/156

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

*The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Department's intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference. For post within specific areas preference will be given to candidates who reside in the area.*

<b><u>APPLICATIONS</u></b>	:	Department of Sport, Arts Culture and Recreation, Attention Recruitments Division - Human Resource Management, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
<b><u>CLOSING DATE</u></b>	:	24 April 2020
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department or in the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The fully completed and signed Z83 form 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 [Drivers' license where applicable] as well as copy of Tax Registration Certificate that reflects a Tax Number. The certification must be original and dated within three (3) months as at the closing date of advertisement. Non-RSA citizens/Permanent Resident Permit Holder must attach a copy of their Permanent Residence Permits. Separate application must be submitted for every vacancy applied for. 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 in possession of a 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 shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. The Department reserves the right not to make any appointments

**OTHER POSTS**

<b><u>POST 12/46</u></b>	:	<b><u>DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: 1220/46</u></b> Re-advertisement – candidates who have previously apply need to re-submitted an application
<b><u>SALARY</u></b>	:	R733 257 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A relevant tertiary qualification at NQF level 7 with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge of BAS and LOGIS system
<b><u>DUTIES</u></b>	:	Provide strategic Direction to the Logistic and Asset Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic and Asset Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to Logistic, Asset and Transport Management. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management/LOGIS Delegations.
<b><u>ENQUIRIES</u></b>	:	Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209
<b><u>POST 12/47</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNICATION REF NO: 1411/47</u></b> Re-advertisement – candidates who have previously apply need to re-submitted an application
<b><u>SALARY</u></b>	:	R733 257 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A relevant tertiary qualification in communication at NQF level 7 level with 3- 5 years applicable management experience. Good verbal and written communication skills to facilitate various collaborations with a variety of internal and external stakeholders. Ability to apply time management principles and adapt to continuous changing environment. Drivers licence Ability to provide strategic direction in terms of communication issues to the department and events management
<b><u>DUTIES</u></b>	:	Develop and implement corporate communication projects and programmes for the department which entails corporate communication, assistance with implementation of publicity campaigns of/for the various directorates of the department., internal and external communication as well as national provincial and local liaison, to establish and maintain the department's website, media liaison, mentoring and events administration Responsible for human resource management.
<b><u>ENQUIRIES</u></b>	:	Ms Irene Ntulini Tel No: (051) 410 3687/066 474 7209

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

<b><u>POST 12/48</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: WKH 2020/09</u></b> Directorate: Psychiatry
<b><u>SALARY</u></b>	:	R1 106 040.per annum Package per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Weskoppies Hospital M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement. For joint appointment with the University of Pretoria: proof of at least one publication in a journal approved by the Department of Higher Education.
<b><u>DUTIES</u></b>	:	The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. JM Poee, Tel. No: (012) 319 9619 should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.
<b><u>NOTE</u></b>	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/49</u></b>	:	<b><u>PRINCIPAL PSYCHOLOGIST GRADE 1 SENIOR LECTURER/LECTURER REF NO: WKH 2020/11</u></b> Directorate: Psychology
<b><u>SALARY</u></b>	:	R1 025 316.per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist to OSD guidelines)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Weskoppies Hospital Master's degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years' experience in Clinical Psychology. Experience working in a Psychiatric setting. Minimum of 2 years' experience on a managerial level. Knowledge of Mental Health Act and other relevant Government acts, strategies and policies. Minimum 3 accredited publication; Conference papers delivered, 3 years of teaching experience, course/block coordinator of students; curriculum development/innovation; good teaching evaluation; clear clinical focus area in teaching. Community engagement recommended.
<b><u>DUTIES</u></b>	:	Management of the Clinical Psychology Unit - overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychology Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policy and develop strategies required to meet the aims set out in the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that RWOPS is conducted according to the official policies of the Gauteng Health Department. Supervision of Intern Psychologists. Planning and management of training programmes for Intern Psychologists. Clinical Psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of mental health care users including attending ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research and publications.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Prof. PM Joubert, Tel. No: (012) 319 9744 should be addressed to The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.
<b><u>NOTE</u></b>	:	The post for Principal Psychologist is a joint appointment with Weskoppies Psychiatric Hospital/ Gauteng Department of Health and the Medical School of the Faculty of Health Sciences of the University of Pretoria. Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress

and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates may be required to perform practical exercises/tests during the recruitment process.

**CLOSING DATE**

: 17 April 2020

**POST 12/50**

: **MEDICAL OFFICER GRADE 2: REF NO: ODI/12/03/2020/03**  
Directorate: Clinical

**SALARY**

: R938 964 per annum

**CENTRE**

: ODI District Hospital

**REQUIREMENTS**

: Basic Medical Degree (MBCHB) or equivalent and current registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. Grade2: Officer: A minimum of 5 years to 10 years appropriate experience as a Medical Officer post Community Service. Recommendations: Experience working in General Medical Practice, Mental health, Obstetrics, HAST, Emergency Unit and use of current national clinical protocols. Required clinical skills includes consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

**DUTIES**

: Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICOM legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do Commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

**ENQUIRIES**

: Dr. Motsepe RT Tel No: (012) 725 2436/2439

**APPLICATIONS**

: Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klippgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**NOTE**

: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three 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 conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability

**CLOSING DATE**

: 17 April 2020

**POST 12/51**

: **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: DHSPPH/001/20**  
Directorate: Johannesburg Health District

**SALARY**

: R897 936 -R981 843 per annum (all-inclusive remuneration package)

**CENTRE**

: Johannesburg District Pharmaceutical Services

**REQUIREMENTS**

: Basic Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Must be registered with the South African Pharmacy Council as a Pharmacist. Must be able to lead and manage Pharmaceutical Services at a District level to ensure cost effective, efficient and quality Pharmaceutical Care. Relevant post graduate qualification will be an added advantage. At least nine (9) years' experience in the pharmaceutical services environment, of which five (5) years must be in a management position. Must have a valid South African driver's license and be Computer literate.

**DUTIES**

: The provision of financial, budget and expenditure management for pharmaceuticals in the District. Management of human resources, e.g. training and development of staff. Effective and efficient operations and management of District Pharmaceutical Services, (including Medicines supply management, IT, infrastructure and equipment management). Provision of strategic and operational direction to Pharmaceutical Services staff and stakeholders. Ensure Quality Pharmaceutical services in line with Batho Pele principles, Ideal Clinic Standards as well as Good Pharmacy Practice. Ability to lead and manage Pharmaceutical related Projects. To be able to work in a multi-disciplinary team. Organize and manage training and performance of Pharmaceutical staff in the district. The provision of an effective and efficient clinical Pharmaceutical service, including an effective District Pharmacy and Therapeutics Committee.

**NOTE**

: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. 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 who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference 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. Applications must be submitted to: HR

Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**ENQUIRIES APPLICATIONS** : Mrs. M.C. Makhetha, Tel No: (011) 694 3708/09  
: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or Human Resources Management, Private Bag X21, Johannesburg, 2001.

**CLOSING DATE** : 17 April 2020

**POST 12/52** : **DEPUTY MANAGER NURSING PN-A8 REF NO: WKH 2020/04**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R843 618 per annum (All-inclusive package)  
: Weskoppies Hospital  
: Grade 12. Basic qualification as a Professional nurse according to R 425 or equivalent qualification that leads to registration with the South African Nursing Council (SANC) as a Professional nurse. A qualification in nursing administration/management will be a recommendation Valid driver's license. Experience: a minimum of 9 years' experience as a professional nurse. At least 6 years' experience in psychiatric nursing. At least 4 years' experience in Psychiatric nursing (Assistant Manager)

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources (human/financial/physical and material) in accordance with relevant directives and legislation

**ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel. No: (012) 319 9680  
: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register

**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: .Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.

**CLOSING DATE** : 17 April 2020

**POST 12/53** : **MEDICAL OFFICER (INTERNAL MEDICINE) REF NO: FERH/MED-03/2020 (1 POST)**  
Directorate: Medical

**SALARY CENTRE REQUIREMENTS** : Grade 1: R821 205– R884 670 per annum (all inclusive package)  
: Far East Rand Hospital

**DUTIES** : Grade 12/Matric, MBCHB degree registered with HPCSA as a Medical officer. Must be post community service and annually licenced with SAMA. Preference will be given to South Africans and permanent residence, interest in internal medicine. Preferably with auxiliary qualifications in ACLC, AMLS and HIV diploma. Overtime duties will be expected to be done. The incumbent will be responsible to investigate, interview, diagnose and oversee the treatment of a patient. Supervision of Junior doctors (interns & community service). Attendance of relevant administrative meetings like mortality, near miss meetings and completing MEDICO legal documents timeously (e.g Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigations by excising good clinical ethos. Implement & monitor adherence of National core standards (norms & standards). Participation in all activities of the discipline in relations to teaching and participate in the multidisciplinary team to the management of patients. Performance and practical procedures relevant to the care of patients. Ensure that the administration and record keeping is done in the department. Willing to do commuted overtime rendering service after hours (night, weekend and public holiday) duties to provide continuous uninterrupted care for patient.

**ENQUIRIES APPLICATIONS** : Dr Z.S Mathaba, Tel. No: (011) 812 8308  
: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE** : 17 April 2020

<b><u>POST 12/54</u></b>	:	<b><u>MEDICAL OFFICER- OBSTETRICS &amp; GYNAECOLOGY REF NO: FERH/MED-04/2020 (1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Matric, MBCHB degree registered with HPCSA as a Medical officer. Must be post community service and ability to work independently.
<b><u>DUTIES</u></b>	:	Will include antenatal clinic consultations, Ante natal ward rounds, high care and labour ward management plus outpatient and inpatient gynaecology management. Must be able and willing to do manual vacuum aspiration.
<b><u>ENQUIRIES</u></b>	:	Dr Z.S Mathaba, Tel. No: (011) 812 8308
<b><u>APPLICATIONS</u></b>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	09 April 2020
<b><u>POST 12/55</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/04/01</u></b> Directorate: Hast
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670. per annum (all-inclusive remunerative package) Grade 2: R938 964 – R1 026 693. per annum (all-inclusive remunerative package) Grade 3: R1 089 693 – R1 362 366. per annum (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Officer. Current proof of registration with the HPCSA as a Medical Practitioner. Basic medical degree (MBCHB). <b>Grade 1:</b> Less than 5 years relevant experience <b>Grade 2:</b> At least 5 years, but less than 10 years relevant experience, <b>Grade 3:</b> 10 years and more relevant experience. 3 years' experience in providing direct care and ARV treatment including the use of second and third line agents. Management of complex HIV and TB infections. A Diploma in HIV management is highly advantageous. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Work with Department of health, City of Ekurhuleni and HIV Partners at Sub District and District Level. Provide clinical support to facilities for the effective management of HIV and AIDS, STI and TB. Provide on-site and distance support of good clinical practice to Clinicians in District, Hospitals, CHC and PHC facilities. Perform MMC in the high volume sites during the peak season. Train and monitor contracted VMMC doctors. Ensure quality VMMC services are rendered across the district. Responsible for contracting and sub-contracting of MMC doctors according to National Department of Health MMC within the District. Provide guidance for implementation of Department of Health HAST treatment protocols. Keep abreast of the developments in the TB/HIV programme areas. Perform all other duties delegated by Supervisor /Manager.
<b><u>ENQUIRIES</u></b>	:	Ms S. Motloug. Tel No: (011) 876 1820
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager.
<b><u>NOTE</u></b>	:	Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>POST 12/56</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: EBP/03/2020 (01 POST)</u></b> Re-Advertisemnet Directorate: Johannesburg Health District
<b><u>SALARY</u></b>	:	R614, 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ebony Park CHC Kaalfontein
<b><u>REQUIREMENTS</u></b>	:	A basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of

- public service policies, Code of Conduct, team building and policy formulation. Computer literacy.
- DUTIES** : Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by South African nursing counsel (SANC). Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the batho pele principle and patient rights. Ensure effective implementation of service quality improvement plans, occupational health and safety as well as quality assurance programmes etc. ensure compliance with clinical protocols, norms and standards within the clinic. Compliance towards achievements of national core standards, 6 ministerial priorities and ideal clinic status national standards ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering programme implementation. Ensure management and control of human resource, financial and material resources. Monitor utilisation of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of weekly, monthly, quarterly and annual reports. Be reachable at all time. Conflict management
- ENQUIRIES APPLICATIONS** : Ms. L Matlala Tel No: (082) 307 0267
- must be submitted to: HR Department at Hillbrow CHC Cnr Smit and Klein Str & at Cnr. Mud Hopper & Pilchards Road Kaalfontein Ext 8, Ebony Park If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.
- NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability
- CLOSING DATE** : 15 April 2020
- POST 12/57** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ORT/03/2020 (01 POST)**  
Directorate: Johannesburg Health District
- SALARY CENTRE REQUIREMENTS** : R614, 991 per annum (plus benefits)  
O-R Tambo CHC  
A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.
- DUTIES** : Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by South African nursing counsel (SANC). Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the batho pele principle and patient rights. Ensure effective implementation of service quality improvement plans, occupational health and safety as well as quality assurance programmes etc. ensure compliance with clinical protocols, norms and standards within the clinic. Compliance towards achievements of national core standards, 6 ministerial priorities and ideal clinic status national standards ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering programme implementation. Ensure management and control of human resource, financial and material resources. Monitor utilisation of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of weekly, monthly, quarterly and Annual Reports. Be reachable at all time. Conflict management
- ENQUIRIES APPLICATIONS** : Ms. L Matlala Tel No: (082) 307 0267
- must be submitted to: HR Department at Hillbrow CHC, Cnr Smit and Klein Str & at OR-Tambo CHC. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.



**NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability

**CLOSING DATE** : 15 April 2020

**POST 12/58** : **OPERATIONAL MANAGER (SPECIALITY) MOU REF NO: OR/MO/03/2020 (01 POST)**  
Re-Advertisement  
Directorate: Johannesburg Health District

**SALARY** : R562, 800 per annum (plus benefits)  
**CENTRE** : O R Tambo Community Health Centre  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum 9 years appropriate/recognisable experience in nursing after registration as professional nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality which is advanced Midwifery and Neonatal Nursing Science. At least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. Computer literacy. Drivers licence Code 8 will serve as an advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Ensure proper general management of the maternal obstetric unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering, Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.

**ENQUIRIES** : Ms L Matlala Tel No: (082) 307 0267  
**APPLICATIONS** : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic or at OR-Tambo Clinic. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.

**NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability

**CLOSING DATE** : 15 April 2020

**POST 12/59** : **OPERATIONAL MANAGER NURSING (SPECIALITY) REF NO: EYO/01/19 (01 POST)**  
Directorate: Johannesburg Health District

**SALARY** : R562 800 per annum (Plus Benefits)  
**CENTRE** : Eyethu Ya Rona Clinic  
**REQUIREMENTS** : A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That allows registration with the SANC as professional nurse. Registration with sanc as professional nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. at least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, code of conduct, Team Building And Policy Formulation. Computer Literacy.

- DUTIES** : To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered To patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of batho pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on ministerial priorities, ideal clinic and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.
- ENQUIRIES APPLICATIONS** : Mrs Lombuso Matlala, Tel No: (082) 307 0267  
: must be submitted to: HR Department at Hillbrow CHC Cnr Smit and Klein Str & at Malibongwe & Diepsloot Drive, Thabo Mbeki informal settlement Lanseria. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful.
- NOTES** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability
- CLOSING DATE** : 15 April 2020
- POST 12/60** : **ASSISTANT MANAGER (GENERAL) REF NO: HRM 6/2020 (X1 POST)**  
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (plus benefits) Day and Night Duty  
: Sterkfontein Hospital  
: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Qualification in Nursing Administration will be an added advantage. Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant public sector legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver's license and current registration with SANC. Change management, people management and collaborative skills.
- DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter, Quality Standards, Ideal Hospital Framework. Implement the priorities of the Provincial Department of Health. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Implement the National Nursing Strategy. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Drive change and implement strategies to improve efficiency in the areas of supervision. Take charge of the hospital during the day, night, public holidays and weekends.
- ENQUIRIES APPLICATIONS** : Ms M.M. Sono Tel No: (011) 951-8202  
: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test. Suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

**CLOSING DATE** : 14 April 2020 at 12h00

**POST 12/61** : **ASSISTANT MANAGER AREA NURSING GENERAL: (DAY & NIGHT SUPERVISOR) REF NO: PHOLO 0001 (1 POST)**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R562 800 - R652 437 per annum (plus - benefits)  
Pholosong Hospital  
A Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC, a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Strong leadership skills, good communication and writing skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards, Nursing strategy, PFMA, Labour Relations and other related legislative framework. Basic computer skills.

**DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care, Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholder (i.e. intersect oral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRES APPLICATIONS** : Ms K.F. Mabuza, Tel No: (011) 812 5162  
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**FOR ATTENTION NOTE** : Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163  
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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** : 17 April 2020

**POST 12/62** : **OPERATIONAL MANAGER NURSING SPECIALITY PAEDIATRIC WARD REF NO: PHOLO 0002 (01 POST)**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R562 800- R633 432 per annum (plus - benefits)  
Pholosong Hospital  
A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing .At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic in Child Nursing

**DUTIES** : Manage effectively the utilization of resources, nursing statutes and other relevant legal Frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of child

		health as per guidelines and policy. Participate in the analysis, formulation and implementation of paediatric guidelines
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K.F. Mabuza, Tel No: (011) 812 5162
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>FOR ATTENTION NOTE</u></b>	:	Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/63</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 OBSTETRIC AND GYNAE REF NO: PHOLO 0003 (01 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R633 432 per annum (plus - benefits) Pholosong Hospital A basic qualification accredited with the SANC nursing council in terms of Government R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant. A minimum of 9 years' appropriate experience in nursing after registration as a At least 5 years of period referred above should be appropriate/recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Obstetric and Gynae.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework, manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K.F. Mabuza, Tel No: (011) 812 5162
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>FOR ATTENTION NOTE</u></b>	:	Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/64</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (GRADE 1) TRAINING AND DEVELOPMENT). REF NO: PHOLO 0004 (01 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 - R652 437 per annum (plus - benefits) Pholosong Hospital Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years

<b><u>DUTIES</u></b>	: appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. : 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. 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. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. 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.
<b><u>ENQUIRES APPLICATIONS</u></b>	: Ms K.F. Mabuza, Tel No: (011) 812 5162 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>FOR ATTENTION NOTE</u></b>	: Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163 : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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.
<b><u>CLOSING DATE</u></b>	: 17 April 2020
<b><u>POST 12/65</u></b>	: <b><u>ASSISTANT DIRECTOR THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2020/04/02 (1 POST)</u></b> Directorate: Rehabilitation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R517 326 – R574 158 per annum : Ekurhuleni Health District : A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry. Appropriate Qualification/BSc. degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Therapy or Audiology/both(dual) which allows you to register with HPCSA or relevant professional body. Approximately 8 years' experience as independent practitioner of which 5 years must be appropriate experience in management (Chief/Therapeutic Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care services. Valid driver's license is essential. Must possess ability to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader
<b><u>DUTIES</u></b>	: Provide leadership at Ekurhuleni Health District and management of Allied Rehabilitation Services. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Rehab reports, stats and other administrative duties to District and Provincial managers for Rehab services. Establish good working relationship with other stakeholders within the District E.g. Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Sub District Rehab services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr M.E Tipoy Tel No: (011) 876 1802 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<b><u>FOR ATTENTION NOTE</u></b>	: Human Resource Manager. : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
<b><u>CLOSING DATE</u></b>	: 14 April 2020

**POST 12/66** : **ASSISTANT DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 292 (X 1 POST)**  
(Re-advertisement)  
Directorate: Nuclear Medicine

**SALARY** : R517 326 per annum (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES** : Render effective patient centered Nuclear Medicine service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES** : Dr. K Purbhoo, Tel No: (011) 933-0843/8502  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. 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. The Department reserve the right to fill or withdraw the post. 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** : 17 April 2020

**POST 12/67** : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: CHBAH 293 (X1 POST)**  
Directorate: Radiography

**SALARY** : R517 326 – R574 158 per annum (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial/supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance

<b><u>DUTIES</u></b>	: and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. : Support the Radiographer Manager in order to meet the objective of the department .Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. NG Tsoeu Tel No: (011) 933 8434 : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<b><u>NOTE</u></b>	: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. 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. The Department reserve the right to fill or withdraw the post. 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
<b><u>CLOSING DATE</u></b>	: 17 April 2020
<b><u>POST 12/68</u></b>	: <b><u>CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 294 (X2 POSTS)</u></b> Directorate: Radiography
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R466 119 – R517 326 per annum (Plus benefits) : Chris Hani Baragwanath Academic Hospital : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2019/2020. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<b><u>DUTIES</u></b>	: Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital .Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist

with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES  
APPLICATIONS**

: Ms. NG Tsoeu Tel No: (011) 933 8434  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. 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. The Department reserve the right to fill or withdraw the post. 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**

: 17 April 2020

**POST 12/69**

: **CHIEF SPEECH THERAPIST/AUDIOLOGIST/SPEECH & AUDIOLOGIST GRADE1 REF NO: EHD 2020/04/03 (1 POST)**  
Directorate: Rehabilitation

**SALARY  
CENTRE  
REQUIREMENTS**

: R466 119 - R517 326 per annum  
: Ekurhuleni Health District  
: A minimum of 3yrs experience as Speech Therapist, Audiologist/Speech & Audiologist Bachelor's degree in Speech Therapy, Audiology and Speech Therapy & Audiology. Good communication skills Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver's license. Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader

**DUTIES**

: Render Speech Therapy services/Audiology services/Speech Therapy and Audiology services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Speech and Audiology services, management and support relevant staff in the sub districts. Implement and contribute to the proper utilization of allocated financial and physical resources. Manage the risks involved in rendering speech & Audiology services and maintenance of equipment. Compile monthly, quarterly and annual speech and Audiology reports, hearing aids stats and other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District E.g. District MDR committee, NGO's, Organisation for People with Disability, etc. Provide community-based Rehabilitation Speech and Audiology services with the focus on health promotion, prevention and community intervention. Facilitate and coordinate continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend relevant management meetings and forums. Ensure adherence to government policies and protocols.

**ENQUIRIES  
APPLICATIONS**

: Ms M.A Masipa Tel No: (011) 876 - 1776  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005

**NOTE**

: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**CLOSING DATE**

: 14 April 2020

**POST 12/70**

: **OPERATIONAL MANAGER – MEDICAL WARD (1 POST) REF NO: FERH/01/2020**  
Directorate: Nursing

**SALARY**

: Grade 1: R 444276 – R500031 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital
	:	Grade 12/Matric, Basic nursing diploma/degree and basic midwifery diploma with seven (7) years' experience as a Professional nurse and registered with South African Nursing Council (SANC) as a Professional Nurse. Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.
<b><u>DUTIES</u></b>	:	The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the Female medical unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordinations of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Tingitsi, Tel. No: (011) 812 8317
	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<b><u>NOTE</u></b>	:	
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/71</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING REF NO: WKH 2020/03</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R444, 276. per annum (PN-A5) (General) Plus benefits R562, 800. per annum (PN-B3) (Specialty) Plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Weskoppies Hospital
	:	Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration. At least 5 years of the period referred above must be in Psychiatric Nursing. A post basic qualification in Psychiatric Nursing in terms of R212 will be an advantage. A post basic qualification in Nursing Management will be an added advantage. A valid Driver's licence and Computer literacy. Appointment on a PN-B3 requires a post basic qualification in Psychiatric Nursing as well as a minimum of 5 years' experience in Psychiatric Nursing after obtaining the qualification.
<b><u>DUTIES</u></b>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinates and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper care, treatment and rehabilitation. Ensure that units adhere to Quality Assurance standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. PB Schoonwinkel Tel. No: (012) 319 9680
	:	should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<b><u>NOTE</u></b>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/72</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: PHOLO 0005 (1 POST).</u></b> Directorate: Allied.
<b><u>SALARY</u></b>	:	R395 703 - R401 640. per annum (plus - benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholosong Hospital
	:	Bachelor degree/diploma in Diagnostic Radiography and &Tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.
<b><u>DUTIES</u></b>	:	To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development Partake in CPD as required by HPCSA. High level of responsibility.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C.K. Selepe Tel No: (011) 812 5610
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>FOR ATTENTION</u></b>	:	Dr A. Mthunzi, Chief Executive Officer, Tel no: 011 812-5163

- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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** : 17 April 2020
- POST 12/73** : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 2 REF NO: BGH/2020/MAR/02 (1 POST)**  
Directorate: Allied
- SALARY** : R372 810 – R426 291 per annum plus benefits  
**CENTRE** : Bertha Gxowa Hospital (Germiston)  
**REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable). (5 years' experience is required after registration with the HPCSA in the relevant profession. (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).
- DUTIES** : Provide effective speech therapy+/audiology service for in- patient and external stakeholders in adherence to scope of practice this includes (but is not exclusive to) assessing, diagnosing and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training in the appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, patient statistics. Attending ward rounds, discussions, meetings with multidisciplinary team. Liaising and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirements of the Institution, the province and national health by participating in data collection and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department, namely Human (including students), Finance and Physical. Adhere to legislation, regulations, ethical standards, policies, guidelines and protocols at a national, provincial and institution-specific level.
- ENQUIRIES** : Ms. L. Smook. Tel No: (011) 278 7696  
**APPLICATIONS** : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Failure to do so will lead to disqualification. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 17 April 2020
- POST 12/74** : **PHYSIOTHERAPIST GRADE 1**  
Directorate: Physiotherapy
- SALARY** : R317 976 - R361 872 per annum  
**CENTRE** : Pretoria-West District Hospital  
**REQUIREMENTS** : BSc Physiotherapy qualification that allows registration with HPCSA. A minimum of 1-year community services complete. Good communication, listening and interpersonal skills, be able to work under pressure with a team.
- DUTIES** : Render effective patient centered Physiotherapy services to in and out patients in adherence to scope of practice and health protocols. Work closely with Multidisciplinary team and other health support staff. Perform administrative functions including record keeping and statistics. Participate in mentorship and supervision of community service therapist, students and scholars. Facilitate health awareness campaigns. Adhere to departmental, institutional and national core standards.
- ENQUIRIES** : Ms. Jade Van Schoor Tel No: (012)380 1260  
**APPLICATIONS** : All applications should be handed in or posted to- Pretoria-West District Hospital, Human Resource Department. 380 Sytze Wierda Avenue, Phillip Nell Park, Pretoria-west 0182 Note: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE** : 14 April 2020

**POST 12/75** : **ADMIN OFFICER REF NO: TMRH-BUYER-0001 (X1 POST)**  
 Re-advertisement  
 Directorate: Supply Chain

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum plus benefits  
 Thelle Mogoerane Regional Hospital  
 An appropriate Degree/National Diploma in Supply Chain Management or related with minimum 3-5 years' unbroken extensive experience in Demand, Acquisition and warehouse management or Grade 12 with minimum 5-10 years' unbroken extensive experience in Demand, Contract, Acquisition and Warehouse management. Knowledge and understanding of Procurement Policies and Procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management as well through knowledge of Accounting Period. Candidate must have good communication skills, both verbal and written. Knowledge of financial systems. Initiatives and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Computer literate (Ms Word, Ms Excel, Ms PowerPoint). Ability to work under pressure. A valid driver's license will be an added advantage.

**DUTIES** : Request quotations from vendors. Compile documents for vetting committee. Create RLS01 on the SAP system. Create requisitions on SAP. Make follow up with Gauteng Department of Finance to create purchase order numbers on created requisitions. Filing of all documents for audit purpose. To initiate the queries related to contract call off. Update contract register. Attend to end users queries. Participate in stock take. Be analytic and innovative in executing tasks as allocated. Compile monthly reports and submit reports to the supervisor. Comply with the rotation roster. 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, mid-reviews and final assessment). Perform other duties as allocated by the supervisor.

**ENQUIRIES APPLICATIONS** : Ms. N. Ndimande/Ms. O. Maboera/Tel No: (010) 345 0971  
 Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 17 April 2020

**POST 12/76** : **FINANCIAL CONTROLLER REF NO: BGH/2020/MAR/03 (1 POST)**  
 Directorate: Finance

**SALARY CENTRE REQUIREMENTS** : R257 508. per annum (Level 7)(plus benefits)  
 Bertha Gxowa Hospital  
 Applicants must be in possession of Grade 12 with 5-10 years' experience in Expenditure or a recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years' experience in Expenditure Management. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-invoicing, E-journal and BAS system. Knowledge and understanding of PFMA; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative. A valid driver's licence will be recommended

**DUTIES** : Management of suspense account and misallocation. Provide correct SCOA allocation. Releasing of RLS01. Compile and update commitment register. Management of Accruals. Clearing of web cycle. Compilation of monthly financial reports. Perform various Expenditure monthly reconciliations. Ensure that suppliers are paid within 30 days. Attend to all suppliers' related queries. Assist on preparation and allocating of budget. Training of staff on expenditure related matters. Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

**ENQUIRIES APPLICATIONS** : Ms. T. Ntsumele Tel No: (011) 278 7684  
 Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400

**NOTE** : The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver's license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993

**CLOSING DATE** : 17 April 2020

**POST 12/77** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/04/04 (1 POST)**  
 Directorate: Facility Management Unit

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum  
 : Ekurhuleni Health District (SSDR)  
 : An appropriate Technical qualification in Electrical/mechanical/Building. Minimum experience of 5 years in Facility management. A valid driver's license is essential. Qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project Management. Knowledge and experience in the implementation National building regulations will be an added advantage. Good financial management, skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills9verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure.

**DUTIES** : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical0. Implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretaker departments. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Perform any other relevant duties as delegated by the manager.

**ENQUIRIES APPLICATIONS** : Mr D. Barnard Tel No: (011) 876 1754  
 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION NOTE** : Human Resource Manager.  
 Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**CLOSING DATE** : 14 April 2020

**POST 12/78** : **HUMAN RESOURCE OFFICER REF NO: EHD2020/04/05 (1 POST)**  
 Directorate: Human Resource

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (plus benefits)  
 : Ekurhuleni Health District  
 : Grade 12 with a National Diploma/Degree in Public Management/Human Resources Management. The applicant must have 5 years' experience in HR Administration. Extensive knowledge of PERSAL and HR prescripts. Computer literacy is essential. Drivers licence is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organising skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

**DUTIES** : Responsible for Recruitment and Selection for Ekurhuleni Health District, Quality check the Shortlisting and Interview submission for HR Clerks. Coordinate the verification of new and existing employees. Approve transaction on Persal when a need. Advice staff on all HR related issues.

**ENQUIRIES APPLICATIONS** : Mr A Mdunyelwa Tel No: (011) 876 1766  
 Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005

**NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

**CLOSING DATE** : 14 April 2020

**POST 12/79** : **LABOUR RELATIONS OFFICER REF NO: STDH/00028 (X1 POS)**  
 (Re-advert)  
 Directorate: Human Resource Administration

**SALARY** : R257 508 – R303 339 per annum plus benefits

<b><u>CENTRE REQUIREMENTS</u></b>	:	Sizwe Tropical Disease Hospital
	:	A three (3) year Degree/Diploma in HRM or equivalent qualification with a minimum of 3 - 5 years' experience in Labour Relation or Grade 12 with 10 years' demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be an added advantage.
<b><u>DUTIES</u></b>	:	Write reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyse trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advise management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms FN Mothapo Tel No: (011) 531 - 4390
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<b><u>NOTE</u></b>	:	To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>POST 12/80</u></b>	:	<b><u>PROFESSIONAL NURSE REF NO: WKH 2020/06</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R256, 905 per annum (PN-A2) (General) Plus benefits
	:	R383, 226 per annum (PN-B1) (Specialty) Plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Weskoppies Hospital
	:	Grade 12. Basic Qualification as a Professional Nurse according to R 425 that leads to Registration with the South African Nursing Council (SANC) as a Professional Nurse. Psychiatry experience will be a recommendation. Appointment on PN-B1 (Specialty) requires an advanced qualification in Psychiatric Nursing (R212) The years of service after registration at SANC will determine the grade
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of optimal, holistic Nursing Care within the set standards. Implement standards, practices, criteria and indicators for Quality nursing. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care Maintain a constructive working relationship with nursing and other stakeholders Utilize Human, Material and Physical resources efficiently and effectively. Participate in Training and Research. Maintain Professional Growth/Ethical Standards and Self-development .Adhere to Quality Assurance standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. PB Schoonwinkel Tel. No: (012) 319 9680
	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<b><u>NOTE</u></b>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/81</u></b>	:	<b><u>ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 295 (X1 POST)</u></b> Directorate: Cardiology Department.
<b><u>SALARY</u></b>	:	R210 567 – R240 762 per annum (plus benefits)
<b><u>CENTRE REQUIREMENT</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
	:	Grade 12 certificate Or NQF Level 4. A minimum of 2 years' experience in ECG (basic interpretation), with duration of at least 2 years that allows for the required registration with the Health Professional Council. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital (Clinics & wards). Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents .Assist with various

		administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<b><u>ENQUIRIES</u></b>	:	Ms Nondumiso Shandu Tel No: (011) 933-9412
<b><u>APPLICATIONS</u></b>	:	Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. 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.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/82</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: PHOLO 0006 (01 POST)</u></b> Directorate: Administration.
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (plus - benefits)
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification of Grade 12 Certificate or NQF Level 4. Must have knowledge /experience in basic admin skills. Must be computer literate (Word, Excel, Power Point and Outlook, must have proficient typing skills). Knowledge/or experience in tracing of Medico legal files/PSI/SAE/MVA will be an added advantage. Must have experience in record keeping and follow – ups. Must have good reading and writing skills, good interpersonal skills, office organization skills, possesses excellent written and verbal skills. Be familiar with the PAIA Act.
<b><u>DUTIES</u></b>	:	Tracing of Medico-legal files. Keeping track/or record of attorney requests. Accurately maintain records and ensure safeguarding thereof. Record requests. Making copies and scanning of medico-legal files. Invoicing and writing of affidavits. Filing of medico-legal documents both manually and electronically. Attending Medico-legal meetings and taking minutes. Corresponding with clients. Manage own diary. Complete daily/ monthly statistics. Ensure adherence to the Batho Pele Principles and perform any other admin tasks as assigned by the manager.
<b><u>ENQUIRES</u></b>	:	Mr. J. Fernandes Tel No: (011) 812 5170
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>FOR ATTENTION</u></b>	:	Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
<b><u>NOTE</u></b>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/83</u></b>	:	<b><u>NURSING ASSISTANT GRADE1/2/3 REF NO: WKH 2020/12</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R171 381 – R297 825 per annum (plus benefits) (The years of service after registration at SANC will determine the grade)
<b><u>CENTRE</u></b>	:	Weskoppies Hospital

<b><u>REQUIREMENTS</u></b>	:	A qualification that allows registration with the SANC as Nursing Assistant. (Qualification certificate must be attached) Current registration with SANC and proof thereof. Good interpersonal and communication skills. Experience in a Psychiatric and or Geriatric environment will be an advantage.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living i.e. maintain good hygiene, nutrition and physical care. Provide elementary clinical nursing care to mental health care users. Maintain professional growth, ethical standards and self-development. Compliance with Code of Conduct. Compliance with Public Service Legislations and Regulations.
<b><u>ENQUIRIES</u></b>	:	Ms. B Schoonwinkel, Tel. No: (012) 319 9680
<b><u>APPLICATIONS</u></b>	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<b><u>NOTE</u></b>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/84</u></b>	:	<b><u>CLIENT INFORMATION CLERK 5 REF NO: CHBAH 296 (X 2 POSTS)</u></b> Directorate: ICT
<b><u>SALARY</u></b>	:	R173 703 – R204 612 (per annum)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Switchboard or Call Centre will be added knowledge. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends and holidays. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Mr T Mnguni Ref No: (011) 933 9038
<b><u>APPLICATIONS</u></b>	:	Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. 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.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/85</u></b>	:	<b><u>FINANCIAL CLERK REF NO: CHBAH 297 (X 2 POSTS)</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Knowledge of BAS and SAP will be added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA),

Public Service Act etc.) Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

**DUTIES** : Budget allocation and capturing of SCOA allocation in RLS01. Compile BAS/MEDSAS, BAS/PERSAL and BAS/SAP reconciliation on a monthly basis. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts monthly. Ensure that supplier's reconciliations are done weekly and proper handling of queries. Ensure payments in the web-cycle are processed within the prescribed time. Ensure accruals are compiled and sent to head office on a monthly basis. Liaise with end-users and other stake holders on resolving of supplier queries. Assisting in petty cash office and other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES APPLICATIONS** : Ms M Notsi Tel No: (011) 933 9134  
Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. 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** : 17 April 2020

**POST 12/86** : **FINANCIAL CLERK REF NO: PWH/FC/05/20**  
Directorate: Pretoria West Hospital: Revenue

**SALARY CENTRE REQUIREMENTS** : R173 703– R204 612 per annum (Level 5)  
Pretoria West District Hospital  
Grade 10 or equivalent plus 2-5 years' experience in Finance or Grade 12 with 0-2 years' experience in Finance. Good communication and interpersonal skills. Knowledge of BAS, SAP, PAAB. Knowledge of PFMA and Treasury regulations. Computer literate, good telephone etiquette, communication skills and customer service.

**DUTIES** : The successful candidate will be expected to perform all office related tasks. This comprises to raise patient's invoices be familiar with ICD10 code, IOD, RAF, Defense, SAPS and Correctional services. Making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient accounts to different stakeholders. To undertake all administrative tasks pertaining to the processing of daily transactions. Keep a good filing system. Follow up on stakeholder queries. Any general office duties that may be required and must be willing to rotate in Finance department.

**ENQUIRIES APPLICATIONS** : Mrs. A Vorster Tel No: (012) 380 1219  
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE** : 14 April 2020

**POST 12/87** : **ADMINISTRATION CLERK REF NO: HRM 9/2020 (1 POST)**  
Directorate: Administration

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 5) (Plus Benefits)  
Sterkfontein Hospital  
Grade 12. Computer Certificate with 2 years working experience in the Public Sector. Tertiary qualification Certificate in Administration is an added advantage.



- DUTIES** : Daily registration and admission of patients on PAAB System. Filing and retrieval of patient's records and other documents related patient file in all areas. Daily booking of Patient and tracing of missing files. Correct capturing and completion of downtime register and downtime tool. Tracking and checking movement history of patient on the system and register book. Admission and Discharge of Users according to Mental Health Care Act. Ensure availability and accuracy of MHCA documents on admission of Patients. Timeous billing of patients accounts and ensure that accounts raised are submitted in time. Transferring of patient to different Health Institutions through Day Centre Register. Typing of official related documents. Carry additional instruction from the Supervisor or delegated official.
- ENQUIRIES APPLICATIONS** : Mr. E. Mangwane, Tel. No: (011) 951-8392/98
- NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- CLOSING DATE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- POST 12/88** : 14 April 2020 Time: 12H00
- POST 12/88** : **HUMAN RESOURCE CLERK REF NO: STDH/00029 (X1 POST)**  
(Re-advert)  
Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum plus benefits  
Sizwe Tropical Disease Hospital  
Senior Certificate (grade 12) or equivalent qualification plus computer literacy certificate. A National Diploma/Degree in Human Resource Management, PERSAL certificate, human resource or administration experience in a hospital environment will be an added advantage. Sound Knowledge of HR Acts, Prescripts-Interpretation and implementation thereof. Excellent verbal and written communications and good interpersonal relations.
- DUTIES** : Conduct Recruitment and Selection process in line with relevant Acts and Policies. Leave Management, Capturing of PMDS documents on PERSAL as required by the DPSA. Processing and submission of all HR mandates to GDF as required. Perform all Salary and Personnel related matters. Effective and efficient management of HR administrative aspects. Appointments, transfers, termination, salary administration and management of Conditions of service. Assist with PILIR management and reporting thereof. Management of overtime. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines.
- ENQUIRIES APPLICATIONS** : Ms FN Mothapo Tel No: (011) 531 - 4390
- NOTE** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- CLOSING DATE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- POST 12/89** : 14 April 2020
- POST 12/89** : **ADMIN CLERK REF NO: ODI/12/03/2020/01 (X2 POSTS)**  
Re- Advert:  
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
ODI District Hospital  
Grade 12 certificate with 2 years' experience in the hospital environment of which 1 year should be Patient Administration. Must be able to work under pressure. Knowledge of Batho-Pele principles, patients' rights and responsibilities, knowledge of PAAB/MEDICOM and must comply with relevant prescripts and regulations. Knowledge of Admission and discharge in terms of patient's classification manuals. Interpersonal relationship skills and telephone etiquette. Male candidates are encouraged to apply. Motivation must be attached as proof of working experience.
- DUTIES** : Filing and retrieval of patients records, and other documents related to patients' files, be prepared to work shifts and/or assist in other areas of Patient admin (Reception/OPD/Wards) when requested. Safekeeping and disposal of files and documents in terms of the National Archives Act. Daily booking of patients and tracing of missing files. Correct capturing and completing of Downtime registered as a downtime tool.
- ENQUIRIES APPLICATIONS** : Ms. Moeng LM Tel No: (012) 725 2472
- NOTE** : Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190. People who previously apply are encouraged to re-apply.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/](http://www.dpsa.gov.za/) documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within six months after closing date, please accept that your

application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

**CLOSING DATE**

: 17 April 2020

**POST 12/90**

**PORTER SUPERVISOR REF NO: TRH 3 /2020**

Directorate: Admin/Support

**SALARY**

: R145 281 per annum (Level 4)

**CENTRE**

: Tshwane Rehabilitation Hospital

**REQUIREMENTS**

: Grade 12 Certificate with 3 years' experience as a Porter or Grade 10 with more than 5 years' experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.

**DUTIES**

: Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of portering services. Compile statistics for portering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.

**ENQUIRIES**

: Mr G Nkosi, Tel. No: (012) 354 – 6735

**APPLICATIONS**

: must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**

: No faxed or emailed applications will be considered. 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](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. Males and people with disability are encouraged to apply.

**CLOSING DATE**

: 17 April 2020

**POST 12/91**

**STORE ASSISTANT: REF NO: ODI/12/03/2020/02**

Directorate: Supply Chain

**SALARY**

: R122 595 per annum

**CENTRE**

: ODI District Hospital

**REQUIREMENTS**

: Grade 9, or Abet Level 4, ability to read and write. Good communicate skills, ability to work under pressure. Knowledge of Supply Chain Management policies.

**DUTIES**

: Issuing of stock from VA11. Unpackaging and packing of stock according to commodity. Implement FIFO and FEFO rule. Receiving of stock. Distribute stock and equipment to the units. Assist in stocktaking. Ensure proper record keeping. Shelve labelling. Cleaning of stores. Perform messenger duties and any other duties as delegated by the supervisor. Adhere to Occupational Health and Safety requirements. Maintain confidentiality.

**ENQUIRIES**

: Ms. Dikeme MMD Tel No: (012) 725 2400

**APPLICATIONS**

: Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**NOTE**

: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/](http://www.dpsa.gov.za/) documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than six months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

**CLOSING DATE**

: 17 April 2020

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

<b><u>POST 12/92</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 07/2020</u></b> Internal Medicine Unit
<b><u>SALARY</u></b>	:	Grade 1: R1 728 807 - R1 834 890 per annum Grade 2: R1 890 363 – R2 066 988.per annum (All inclusive salary packages per annum) (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plu 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine Unit, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine Unit after registration with the HPCSA as a Medical Specialist in Internal Medicine Unit, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
<b><u>DUTIES</u></b>	:	Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordinate of Internal Medical Unit services for the discipline within Region4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr T.C Nkonyane Tel No: (083) 556 8774 Please forward application quoting the reference number to The HumanResource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. M.P Zungu Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 April 2020 (Late applications will not be accepted)
<b><u>POST 12/93</u></b>	:	<b><u>DEPUTY DIRECTOR GENERAL: REF NO: G20/2020</u></b> Cluster: District Health Services
<b><u>SALARY CENTRES REQUIREMENTS</u></b>	:	R1 521 591 per annum (Level 15) (An all Inclusive salary package) Head Office: Pietermaritzburg A Health related undergraduate qualification and any relevant post graduate qualification (NQF level 8); Plus Eight to ten years (8-10) years of experience at a Senior Managerial level;

Plus Unendorsed valid Code B driver's licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies\_Required: Advance knowledge and understanding of health challenges in KZN; Creative and innovative thinker; Excellent communication skills (written and verbal); Knowledge of the Public Finance Management Act (PFMA); Ability to function under pressure; Willingness to travel frequently and work long and irregular hours; Computer skills; Good interpersonal skills.

**DUTIES**

: Develop policies for District Health services (PHC and District Hospitals). Identify and promote best practice models and support planning, delivery and quality improvement. Promote, coordinate and institutionalise the District Health System. Ensure uniform implementation of the District Health System. Participate in the various health planning programmes with a view of enhancing achievement of the strategic goals of the Department as outlined in the National Service Delivery Agreement. Provide strategic insight and foresight, management and leadership. Participate in interdepartmental and other Government strategic projects. Work with other sectors to address social determinants of Health; provide strategic leadership in various planning forums. Provide strategic support to the Head of Department and the Department by ensuring that an alignment exists between the performance of the Department and the performance of all Districts. Establish policy and guidelines and assist Districts in the implementation and monitoring of Communicable and Non-Communicable Diseases.

**ENQUIRIES**

**APPLICATIONS**

: DR S C Tshabalala Tel No: (033) 395 3176  
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION**

**NOTE**

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

**CLOSING DATE**

: 14 April 2020

**POST 12/94**

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 08/2020**  
 Internal Medicine Unit

**SALARY**

: Grade 1: R1 283 601 – R1 362 366 per annum  
 Grade 2: R1 467 651 – R1 557 702 per annum  
 Grade 3: R1 604 781 – R1 834 890 per annum All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

**REQUIREMENTS**

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

**DUTIES**

: The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospitals, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Internal Medicine Unit and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital Attend to meetings and workshops as directed. Comply with all legal

prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.

**ENQUIRIES  
APPLICATIONS  
FOR ATTENTION  
NOTE**

: Dr T.C Nkonyane Tel No: (083) 556 8774  
: Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880  
: Mr. MP Zungu  
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 April 2020

**POST 12/95**

**MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 09/2020**  
General Surgery Department

**SALARY**

: Grade 1: R821 205.per annum  
Grade 2: R938 964.per annum  
Grade 3: R1 089 693.per annum All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

**CENTRE  
REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Applicants MUST be in possession of a current ATLS certificate and MUST have already passed the FCS Primary Exam. **Grade 1:** An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. **Grade 2:** An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required performing Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. **Grade 3:** An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required performing Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. Extensive clinical knowledge and sound clinical skill. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the departmental of health. Good team building and problem solving. Awareness of cross-cultural differences. Concern for excellence.

**DUTIES**

: Provision of quality patient centred care for all patients within surgical unit. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department, provision of after hour's services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, units rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meeting, workshops and training courses as directed by the Head of Departmental. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment: relationship and clinical functioning.

**ENQUIRIES  
APPLICATIONS  
FOR ATTENTION**

: Dr G. Oosthuizen Tel No: (076) 487 5998 [George.Oosthuizen@kznhealth.gov.za](mailto:George.Oosthuizen@kznhealth.gov.za)  
: Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880  
: Mr MP Zungu

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

**CLOSING DATE** : 17 April 2020

**POST 12/96** : **CLINICAL MANAGER GRADE 01 REF NO: RVH 08/2020 (01 POST)**  
Institution: Rietvlei District Hospital

**SALARY** : Grade 1: R821 205 - R884 670.per annum (All inclusive salary package) (This inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules Other Benefits: Commuted Overtime as per departmental needs, Medical Aid (Optional) and 22% Rural Allowance

**REQUIREMENTS** : Senior Certificate MBCHB degree Diploma in HIV medicine Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner OR 3 years' experience after registration with the HPCSA as a Medical Practitioner and relevant experience in the management of HIV Qualified applicants will be liable for the performance of commuted overtime as per the roster. Proof of experience from previous and current employer endorsed and stamped by HR must be attached. Knowledge, skills and competencies Extensive medical, surgical knowledge and sound clinical skills Knowledge of health care system and medical ethics Knowledge of relevant acts, policies and regulations of the department of health Good team building and problem solver Excellent human, communication and leadership skills

**DUTIES** : Key Performance Areas: Provision of quality patient centered care for all patients Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases Provide medicine related information to clinical staff as may be required Undertake on-going care individuals patients to allow for continuity of care Maintain accurate health records in accordance with legal ethical considerations Train and guide staff and health associated professionals Actively participate in morbidity and mortality reviews Attend and participate in continuous medical education Participate in quality improvement programmes Ensure that cost effective service delivery is maintained within the respective department Attend to administrative matters as required Perform commuted overtime

**ENQUIRIES** : Dr NT Dabata- Hlaneki Tel No: (039) 260 5000

**APPLICATIONS** : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital

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

**CLOSING DATE** : 17 April 2020

**POST 12/97** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT: REF NO: G26/2020**

**SALARY** : R733 257 per annum (Level 11) (An all Inclusive MMS Salary Package)

**CENTRE** : Dr Pixely ka Isaka Seme Memorial Hospital

**REQUIREMENTS** : An appropriate 3 year National Diploma/Bachelor's Degree in Administration/Management or equivalent Plus At least 3 year's appropriate managerial experience in the Hospital Services.

Plus Unendorsed valid Code B driver's licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required:- The incumbent of this post will report to the Chief Executive Officer: under Infrastructure Development and Maintenance and will be responsible to ensure that maintenance that includes the building, premises and any equipment located on the property are properly maintained and kept in good working order and responsible for cleanliness of the property, making sure that any vending or catering that takes place on premises meets code requirements, and managing the space in the building so that is used efficiently. Financial Management: be responsible to manage operational costs. Facility Manager has to create a budget for all activities in the unit and work throughout the year to keep costs within the budget for all activities in the unit and work throughout the year to keep costs within the budgeted amounts, making adjustments on an emergency basis and ensures that the business is budgeting effectively and that expenditure works toward creating a more efficient work environment. Operations Management: A Facility Manager is deeply involved in the everyday management of maintenance employees into teams to meet the goals of the business and also may work to develop and implement employee schedules and deal with any minor problems that arise between employees. The facility manager is also responsible for complying with safety requirement for the building including employee training, facility inspections and security of the premises. Contract Management: Facility Managers are in charge for negotiating contracts with clients and vendors who work on the property of organization. These contracts can range from advertising to lawn care and catering and before agreeing to contract services from a vendor, the Facility Manager obtains bids for the service from different providers to make sure that facility is receiving the maximum benefit for the money that is being spent. Once a price is agreed upon, FM is responsible for drafting and reviewing any necessary contracts as well as preparing documentation or presentations on the work being done for company owners, once work has commenced, FM ensures that the work is completed on time and according to the contracted agreement. The ideal candidate must possess:- Knowledge and experience in General administration; Patient Administration and Information Systems; Knowledge of relevant acts and regulations; Sound Management, negotiation, inter-personal, decision making and problem solving skills; Good verbal, written, communication and leadership skills; Computer literacy in MS Word and Excel; Working knowledge of Basic Accounting System (BAS); Understanding of Information Technology and IT Systems. Ability to handle sensitive financial planning and analysis.

**DUTIES**

: Space Management, Infrastructure Development and Maintenance: Develop and Implement a facility management program including preventative maintenance and life-cycle requirements. Planning, best allocation and utilization of space and resources for new buildings; re-organising current premises including co-ordination of intra-office moves. Project management; Supervising and Co-ordinating work of contractors. Preparing tender documents for Contractors. Investigating the availability and suitability of options for new premises. Managing and leading change to ensure minimum disruption to core activities. Ensuring the building meets health and safety requirements and that facilities comply with legislation. Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies. Conduct and document regular facilities inspections. Oversee facility refurbishment and renovation. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track facility budget. Monitor expenses and payments. Develop and implement cost reduction initiatives. Operational Management: Directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. Mapping business processes. Development of operational policies and procedures. Contract Management: Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement. Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences. Quality Management, Monitoring and Evaluation: Conduct performance audits, identify operational challenges and develop quality improvement projects to address operational challenges.

**ENQUIRIES  
APPLICATIONS**

: MS RT Ngcobo Tel No: (033) 940 2499.  
: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower  
: Mr N C Mbatha

**FOR ATTENTION  
NOTE**

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

Residents/Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE** : 14 April 2020

**POST 12/98** : **OPERATIONAL MANAGER NURSING REF NO: OM/GWPHC/2020 (01 POST)**  
PHC Services – Gateway Clinic

**SALARY** : Grade 1: R562 800 per annum Other Benefits 13<sup>TH</sup> Cheque Medical Aid: Optional Homeowners' Allowance Employee must meet prescribed requirements

**CENTRE** : Addington Hospital

**REQUIREMENT S** : A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant Speciality. Minimum Requirements: Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. Diploma: Post Basic qualification in the relevant Speciality i.e. Clinical Health Assessment Treatment and Care accredited by the South African Nursing Council. Post Basic registration certificate with SANC. Certified copy of current registration receipt (2020) with South African Nursing Council. Certified copies of certificates of service stating at least 9 years relevant experience as a Professional Nurse and proving 5 years appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Recommendations: Degree/Diploma in Nursing Management would be an advantage. Code 8 driver's license would be a recommendation. Knowledge, Skills, Training And Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic computer skills.

**DUTIES** : Key Performances Areas: Provide comprehensive, quality nursing care to patients/clients in a Primary Health care facility in a cost-effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the Primary Health care facility. Manage all resources effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors, clinicians, and community stakeholders, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Ensure compliance with Ideal Clinic/National Core standards. Management of staff performance through EPMDS and formulate training programmes for staff development. Participate in the analysis and formulation of standard operational plans for nursing and nursing care policies. Provide direct and indirect supervision of all staff within the facility. Ensure that all equipment in the unit is adequate and is checked and in working order. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all Patients and ensure the maintenance of accurate and complete patient records Ensure statistics are compiled timeously, and utilized for service planning Ability to recognise Medical and Surgical emergencies and refer appropriately. Arrange patient movements. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity Target, any person with disability regardless of race and gender:

**ENQUIRIES** : Matron B N Ndhlovu Tel. No: (031) 327 2000

**APPLICATIONS** : to be forwarded to: Human Resource Dept, Addington Hospital, P.O. Box 977, Durban, 4000. OR dropped off in the application box at Security Department: Prince Street entrance, South Beach, Durban.

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

**CLOSING DATE** : 15 April 2020

**POST 12/99** : **OPERATIONAL MANAGER (SPECIALITY) REF NO: STC 02/2020 (01 POST)**  
Components: Limehill Mobile Clinic  
Re-Advertisement



<b><u>SALARY</u></b>	:	R562 800 - R633 432 per annum Other Benefits: 13 <sup>th</sup> Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Chads CHC Grade 12 or Senior Certificate. Diploma/Degree in General Nursing and Midwifery. One (1) year Post basic qualification in one of the relevant specialty.i.e. Clinical Nursing Science Health Assessment Diagnosis Treatment and Care (PHC).Proof of registration with the SANC as General Nurse and Midwifery for 2020.A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post-basic qualification. Proof of current and previous experience; certificate of service endorsed by HR. Endorsed Code 8 Drivers License. Recommendation: Diploma in Nursing Administration. Computer literacy.Knowledge, skills, training and competencies required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.Knowledge of policy directives information the provision of Primary Health Care.Good verbal and written communication. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive; quality nursing care to patient/clients in a mobile clinic in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the mobile clinic. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good service delivery. Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff, formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Attend different meetings as required. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical emergencies and obstetric emergencies and refer appropriately. Analyze the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meets the targets. Participate in outreach services/ health promotions, disease prevention and support Sukuma Sakhe initiative. Ensure establishment of highly motivated, well developed and adequate Health Care workforce and apply consequence management and promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with ideal clinic;realization NHI, Norms and Standards and Batho Pele principles. Ensure data management. Hours of duty 40 hours per week.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs C.I.Ndlovu Tel No: (036) 6379600 All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr S.D.Mdletshe Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months.Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Edicational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>POST 12/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: RADIOGRAPHY – GR 1 REF NO: GS 25/20</u></b> COmponent: Radiology Department
<b><u>SALARY</u></b>	:	Grade 1: R517 326. per annum Other Benefits : 13 <sup>th</sup> Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital Pietermaritzburg National Diploma/Degree in Radiography (Diagnostic)Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Diagnostic) Independent practice/Private practice Certified copy of current registration (2020/2021) with the Health Professions Council of South Africa as a Radiographer (Diagnostic) Independent Practice/Private practice Eight years' experience in diagnostic radiography after registration

with the HPCSA of which five years must be appropriate experience in a supervisory/managerial capacity (i.e. carry management responsibility for a unit or department) Eight years' experience in diagnostic radiography after registration with the HPCSA of which five years must be appropriate experience in a supervisory/managerial capacity (i.e. carry management responsibility for a unit or department) Certificates of service OR official letters from previous/current employers to be attached as proof of experience. (CV must clearly indicate supervisory/managerial experience). Recommendation: Experience in supervising a sub-department or specialized unit in a PACS/RIS environment. Post graduate certificate in a specialized field e.g. CT, MRI, Mammography, PACS/RIS applications. Experience in training Community service radiographers and radiography students' Knowledge, Skills and Experience: Comprehensive knowledge of CR specialized and general radiography procedures. Comprehensive knowledge of Tertiary level CT/MRI protocols and imaging procedures. Sound understanding of Radiography equipment including CR and specialized modalities. Sound understanding of PAC/RIS applications, relevant Information Technology and medical imaging workflow. Ability to perform basic trouble-shooting on radiography equipment and PACS/RIS systems. Sound knowledge of Radiation Protection, Health and Safety legislation, Infection Control, and DOH policies and regulations. Good interpersonal skills, good verbal and written communication skills and good problem solving skills. Computer literacy

**DUTIES**

: Key Performance Areas: Plan and implement departmental management functions including duty allocations, after-hours rosters, supervision of staff (radiography, administrative and general staff), leave management, PMDS, disciplinary procedures, ordering of consumables, equipment maintenance, control of assets and consumables and Quality Assurance procedures Supervise, support, monitor and guide all staff within the department and allocated sub-department. Manage and coordinate Radiographic services, and ensure high quality services at departmental and sub-departmental level. Provide training to community service radiographers and radiography students in specialized units and general radiography. Ensure compliance with standards, legislation and regulations e.g. Radiation Control legislation, Quality Assurance programs, National Core standards, Ideal Hospital Realization and Maintenance Framework. Participate in development of departmental and institutional radiographic policies and protocols, and monitor compliance Ensure effective utilization and maintenance of equipment, supplies and other resources. Encourage a multi-disciplinary approach by fostering close working relationships with other departments.

**ENQUIRIES APPLICATION**

: MRS D. Wood: Tel No: (033)897 3208  
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE**

: Mrs. M. Chandula  
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 25/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE POST 12/101**

: 14 April 2020  
 : **PROFESSIONAL NURSE-SPECIALITY STREAM-THEATRE REF NO: MURCH 02/2020 (01 POST)**

**SALARY**

: Grade 1: R383 226 per annum  
 Grade 2: R471 333 per annum Other Benefits 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE REQUIREMENTS**

: Murchison Hospital  
 : Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) **Grade 1** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique **Grade 2** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of

other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth/ethical standards and self-development

<b><u>ENQUIRIES</u></b>	:	Mrs. C Mkhwanazi Tel No: (039)-6877311 ext. 127
<b><u>APPLICATIONS</u></b>	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	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/18/2019 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, 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. 17 April 2020
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/102</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL STREAM OPD REF NO: MURCH 03/2020 (01 POST)</u></b>
<b><u>SALARY</u></b>	:	R444 276.per annum Other Benefits 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Degree/Diploma in General nursing and Midwifery, Current Registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Previous work experience and Certificate of service endorsed by your Human Resource Department (to be attached to application) Recommendation Diploma in Psychiatric Science Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes
<b><u>DUTIES</u></b>	:	Manage and monitor effective utilization of resources: Human, material, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork)
<b><u>ENQUIRIES</u></b>	:	Mrs C Mkhwanazi Tel No: (039) 6877311 ext. 127
<b><u>APPLICATIONS</u></b>	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	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/ 18/2019 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**

: 17 April 2020

**POST 12/103**

: **CLINICAL PROGRAMME CO-ORDINATOR- CDC GR1: REF NO: ILE 03/2020 (01 POST)**  
Component: ILE: Communicable Diseases

**SALARY**

: R444 276 per annum Benefits: 13th Cheque, home owner's allowance, and Medical aid  
optional (Employee must meet prescribed conditions)

**CENTRE**

: Ilembe Health District Office

**REQUIREMENTS**

: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or  
National Diploma in General nurse & midwifery, Current registration with SANC, a minimum  
of 7 years appropriate/recognizable nursing experience after registration as Professional  
Nurse and midwifery. Valid Driver's License [code 08]. Report writing abilities, financial  
management skills, empathy and counseling skills, strong interpersonal, communication and  
presentation skills, project management skills, ability to make independent decisions, an  
understanding of the challenges facing the public health sector. Ability to translate  
transformation objectives into practical plans, ability to prioritize issues and other work related  
matters and to comply with time frames, proven initiative, decisiveness and the ability to  
acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software  
applications. NB: Proof of previous and current work experience endorsed and stamped by  
HR Office must be attached. Recommendations: Diploma in Primary Health Care N.B: All  
successful candidates/applicants will be subject to driving competency assessment prior to  
appointment.

**DUTIES**

: Plan and coordinate the application of clinical strategies associated with Communicable  
Diseases in the District through case investigation, outbreak control response, inspection,  
monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases,  
etc.). Review case report forms submitted by facilities for completeness, timeliness,  
adherence to policies and institution of control measures. Respond to general questions from  
the public, health providers, private sector, etc. about communicable diseases affecting the  
community and communicates the risks, prevention, and control measures associated with  
communicable diseases. Monitor indicators/surveillance data which measure health practices  
in the District, in order to provide support and report on findings to district health management  
Network with other provincial department and NGO'S to maintain a referral service for  
community members inclusive of community based services thereby supporting the broader  
health care provision in the district. Analyze emerging health practices and trends and  
introduce remedial action in conjunction with health care specialists. Plan, organize and  
conduct community rallies and events that convey health messages and practices which  
support prevention and control of communicable diseases. Ensure establishment of  
establishment of highly motivated, well developed and adequate workforce.

**ENQUIRIES**

**APPLICATIONS**

: Ms. T.M. Banda (Deputy District Director: IDHSD) Tel No: (032) 437 3500  
Please Forward Applications To: The District Director, Ilembe Health District Office, Private  
Bag x10620, KwaDukuza 4450

**FOR ATTENTION**

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

**CLOSING DATE**

: 17 April 2020

**POST 12/104**

: **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY  
AND NEONATAL REF NO. OTH CHC 05/2020 (01 POST)**

**SALARY**

: Grade 1: R383 226.per annum  
Grade 2: R471 333.per annum Other Benefits: 13th Cheque. 12 % Rural allowance, Medical  
Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

**CENTRE**

**REQUIREMENTS**

: Othobothini Community Health Centre (Jozini)  
Matric/Grade 12. Degree/National Diploma in nursing or equivalent qualification that allows  
registration with SANC as Professional Nurse, Current registration with SANC (2020). NB:  
Proof of current and previous work experience endorsed and stamped by Human Resource  
Manager (Certificate of service) must be attached. **Grade 1** A Minimum of 4 years appropriate  
/recognizable experience in nursing after registration as professional nurse with SANC in

General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. **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 above must be appropriate/recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Emphathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.

**DUTIES**

: Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. 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 and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and inteprete data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coughing staff to impart skills and knowledge for approved quality of care. Kindly attach certificate of Service/Proof of work experience endorsed by HR

**ENQUIRIES  
APPLICATIONS**

: Mr. B.K. Mpupa (HR Supervisor): Tel No: (035) 5721327  
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za). Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service/proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE  
POST 12/105**

: 24 April 2020  
: **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: AMAOTI  
CNP01/2020**

**SALARY**

: Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum Other benefits: Rural allowance -8% Medical Aid (Optional) and Housing allowance plus 13<sup>th</sup> cheque.

**CENTRE  
REQUIREMENTS**

: Amaoti Clinic  
: Grade 12, Degree/Diploma in general nursing plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse, Current SANC receipt. Previous work experience/certificate of service endorsed by your Human Resource Department Experience **Grade 1:** A minimum of 4 years appropriate/recognizable registration experience as a General Nurse plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification I Primary Health Care. Knowledge, Skills And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care, leadership, organizational, decision making and problem solving abilities.

<b><u>DUTIES</u></b>	: Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge, computer skills on basic programs. Key Performance Areas: Provide quality comprehensive Primary Health Care service by promoting health preventative, curative and rehabilitative services for the clients and the community. Provide administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and direct control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho Pele principles and patients right are implemented. Ensuring proper utilization and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure the implementation of Primary Health Care re- engineering. Ensure implementation of National Core Standard. Ensure patients care through the utilization of Primary Health Care indicators. Ensure monitoring of the facility target for programs in the facility. Ensure implementation, monitoring and evaluation of EPMS in the operational area.
<b><u>ENQUIRIES</u></b>	: MR. C.M Ngubane On Tel No: (031) 5190455
<b><u>APPLICATIONS</u></b>	: All applications must be addressed to the Human Resource Manager and should be dropped at Inanda "C" CHC, C135 Umshado Road, Inanda 4309 or posted to Private bag X 04, Phoenix, 4080
<b><u>NOTE</u></b>	: Directions to candidates: Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies (Certification must be within three months). Certified copy of ID document (Certification must be within three months). Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. AMAOTI 01/2020 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.
<b><u>CLOSING DATE</u></b>	: 17 April 2020
<b><u>POST 12/106</u></b>	: <b><u>PROFESSIONAL NURSE SPECIALITY REF NO: EMP14/2020 (X7 POSTS)</u></b> Component: Nursing
<b><u>SALARY</u></b>	: Grade 1: R383 226 – R444 276 per.annum Grade 2: R471 333 per.annum Other Benefits: 12 <sup>th</sup> cheque, home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional) 85 In Hospitable allowance (Rural)
<b><u>CENTRE</u></b>	: Queen Nandi Regional Hospital - Empangeni
<b><u>REQUIREMENTS</u></b>	: Degree/Diploma qualification that allows registration to General Nursing & Midwifery plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science) plus Registration certificate with South African Nursing Council (SANC) plus Current SANC receipt (2019) Work Experience: Prof Nurse: Speciality <b>Grade 1</b> is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Speciality <b>Grade 2</b> is a minimum of 14 years' 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 specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR) Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills, Attributes and Abilities: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
<b><u>DUTIES</u></b>	: Key Performance Areas: Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when

necessary Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth

**ENQUIRIES APPLICATIONS** : Miss EPCN Mtshali Tel No: (035) 907 7005 035 907 7189/083 480 1507  
Applications should be directed to: The Chief Executive Officer - Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Hand Delivered Applications: 29 Union Street Empangeni 3880. Applications should be submitted on or before the closing date before 16h00

**NOTE** : All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form 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 Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed. Employment Equity Target: African Male

**CLOSING DATE** : 14 April 2020

**POST 12/107** : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 24/20 (X3 POSTS)**  
Component: Radiology Department

**SALARY** : Grade 1: R317 976 per annum  
Grade 2: R372 810 per annum  
Grade 3: R 439 164 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

**CENTRE REQUIREMENTS** : Greys Hospital Pietermaritzburg  
National Diploma/Degree in Diagnostic Radiography Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Certified copy of current registration with HPCSA for 2020/2021 as a diagnostic radiographer (Independent Practice) Certificates of service to be attached as proof of experience Knowledge, Skills and Experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate Computer Literacy **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa

**DUTIES** : Key Performance Areas: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework .Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

**ENQUIRIES APPLICATION** : MRS D. Wood: Tel No: (033) 897 3208  
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs. M. Chandulal  
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply

with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 25/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 14 April 2020

**SOUTH AFRICAN POLICE SERVICE  
(KWAZULU NATAL)**

**APPLICATIONS** : The Provincial Head Personnel Management, Recruitment Office: Appointments, P.O. Box 1965, Durban, 4000. Hand delivered address 15 Bramfitcher Road, Durban

**CLOSING DATE** : 15 April 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

**NOTE** : Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31<sup>st</sup> of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POSTS**

**POSTS 12/108** : **GENERAL WORKERS**

**SALARY CENTRE** : R102 534 per annum (Level 02)  
South African Police Service, KwaZulu Natal  
SAPS Amanzimtoti Ref No: KZN GW 01/03/2020  
SAPS Ekombe Ref No: KZN GW 02/03/2020  
SAPS Eziqoleni Ref No: KZN GW 03/03/2020  
SAPS FCS Ladymith Ref No: KZN GW 04/03/2020  
SAPS HRD Pietermaritzburg Ref No: KZN GW 05/03/2020  
SAPS Ingwavuma Ref No: KZN GW 06/03/2020  
SAPS K9 Glencoe Ref No: KZN GW 07/03/2020  
SAPS K9 Shongweni Ref No: KZN GW 08/03/2020  
SAPS K9 Vryheid Ref No: KZN GW 09/03/2020  
SAPS Kokstad Ref No: KZN GW 10/03/2020  
SAPS KwaMakhutha Ref No KZN GW 11/03/2020  
SAPS KwaNdengezi Ref No: KZN GW 12/03/2020  
SAPS Mahlabathini Ref No: KZN GW 13/03/2020  
SAPS Malvern Ref No: KZN GW 14/03/2020  
SAPS Mondlo Ref No: KZN GW 15/03/2020  
SAPS Nkandla Ref No: KZN GW 16/03/2020  
SAPS PM (Durban Trial Unit) Ref No: KZN GW 17/03/2020  
SAPS Provincial Commissioner Office Ref No: KZN GW 18/03/2020  
SAPS Richardbay Ref No: KZN GW 19/03/2020  
SAPS Stock Theft Unit: Greytown Ref No: KZN GW 20/03/2020  
SAPS Stock Theft Unit: Melmoth Ref No: KZN GW 21/03/2020  
SAPS Umkomaas Ref No: KZN GW 22/03/2020  
SAPS VSS Alexandra Road Ref No: KZN GW 23/03/2020  
SAPS VSS Isiphingo Ref No: KZN GW 24/03/2020



SAPS Royal Protection Unit Ref No: KZN GW 25/03/2020(x2 posts)  
SAPS Hlobane Ref No: KZN GW 26/03/2020  
SAPS Dannhauser Ref No: KZN GW 27/03/2020  
SAPS K9 Durban Central Ref No: KZN GW 28/03/2020  
SAPS K9 Kokstad Ref No: KZN GW 29/03/2020  
SAPS K9 Ladysmith Ref No: KZN GW 30/03/2020  
SAPS Marianhill Ref No: KZN GW 31/03/2020  
SAPS High flats Ref No: KZN GW 32/03/2020  
SAPS Himeville Ref No: KZN GW 33/03/2020  
SAPS Pinetown Ref No: KZN GW 34/03/2020

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

: Lt Col SN Zondo/Capt M Chazi /W/O Machaie Tel No: (031) 325 4808/6404/4957

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : To be hand delivered at Mpumalanga Provincial Office: Recruitment, 4 Ehmke Street, Nelspruit 1200. Enquiries can be directed to Lt Col Todani at 013 762 4318 or Captain Nkosi at Tel No: (013) 762 4898
- FOR ATTENTION** : Sub-Section: Recruitment and Staffing
- CLOSING DATE** : 14 April 2020
- NOTE** : Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at (SAPS Recruitment offices) will be accepted. The Z83 previously utilized will not be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, a Grade 10 report, and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POST**

- POST 12/109** : **GENERAL WORKERS (26 POSTS)**
- SALARY CENTRE** : R102 534 per annum
- Mpumalanga Provincial Office Ref No: MP01/03/2020 (03 Posts)  
 Amersfoort SAPS Ref No: MP02/03/2020 (01 Posts)  
 Bushbuckridge SAPS Ref No: MP03/03/2020 (01 Posts)  
 Carolina SAPS Ref No: MP04/03/2020 (01 Posts)  
 Dierkiesdorp SAPS Ref No: MP05/03/2020 (01 Posts)  
 Emzini SAPS Ref No: MP06/03/2020 (01 Posts)  
 Fernie SAPS Ref No: MP07/03/2020 (01 Posts)  
 Mhluzi SAPS Ref No: MP08/03/2020 (01 Posts)  
 Middelburg SAPS Ref No: MP09/03/2020 (01 Posts)  
 Nelspruit SAPS Ref No: MP10/03/2020 (03 Posts)  
 Standerton SAPS Ref No: MP11/03/2020 (01 Posts)  
 Verena SAPS Ref No: MP12/03/2020 (02 Posts)  
 Wakkerstroom SAPS Ref No: MP13/03/2020 (01 Posts)  
 Witbank SAPS Ref No: MP14/03/2020 (01 Posts)  
 Ermelo Stock Theft Unit Ref No: MP15/03/2020 (01 Posts)  
 Acornhoek Stock Theft Unit Ref No: MP16/03/2020 (01 Posts)  
 Middelburg Mounted Unit Ref No: MP17/03/2020 (01 Posts)  
 Secunda K9 Ref No: MP18/03/2020 (01 Posts)  
 Standerton K9 Ref No: MP19/03/2020 (01 Posts)  
 Ermelo K9 Ref No: MP20/03/2020 (02 Posts)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; A South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification, willing to work irregular hours.
- DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters, performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises, clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises, Loading and unloading of goods Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** Lt Col Todani at Tel No: (013) 762 4318 or Captain Nkosi at Tel No: (013) 762 4898

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

*This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.*

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Acting Head of The Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand Deliver to MetLife Towers, (Post Office Building), 13<sup>th</sup> Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Mr H. Williams
- CLOSING DATE** : 14 April 2020
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory 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 a security clearance process. Women and persons with disabilities are encouraged to apply.

**OTHER POSTS**

- POST 12/110** : **REGISTRAR REF NO: NCPA/2020/1**  
Re-advertisement and candidates who previously applied need not apply again
- SALARY** : R869 007 - R1 023 645.per annum (Levl 12) (Inclusive package)
- CENTRE** : Kimberley Office (Northern Cape Consumer Protection Authority).
- REQUIREMENTS** : LLB Degree. Admitted as an Advocate or Attorney. At least 8 years' appropriate post article legal experience. A valid driver's licence. Working knowledge of the Public Sector. Experience as a Registrar is essential. Good knowledge and application of the Consumer Legislation required. A good understanding of the legislative mandate of the Consumer Court. Working knowledge of the Consumer Court proceedings. Knowledge of relevant consumer legislation and its application. Good communication skills. Computer Literacy. Reliable, responsible and good time management skills. Managerial experience. Drafting experience. Case Management skills. Must have working knowledge of the Public Sector. Experience as Registrar in High Court, Magistrate's Court or Consumer Court essential.
- DUTIES** : Co-ordinate case flow management support processes to the Consumer Court. Issue all processes initiating court proceedings. Proper and diligent implementation of the PFMA in relation to the Consumer Court. Any administrative function that will promote the purpose of the Northern Cape Consumer Protection Act.
- ENQUIRIES** : Adv. D. P. Olivier Tel No: (053) 831 5562/3

**DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building
- FOR ATTENTION** : Ms V. Solo, Acting Director Human Resource Management
- CLOSING DATE** : 14 April 2020
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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

<b><u>POST 12/111</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (MASTER TRAINER)</u></b>
<b><u>SALARY</u></b>	:	R562 800.per annum
<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District, Namakwa District, ZFM and Pixley Ka Seme District X1 post
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse a minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level, valid code 08 driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Coordinate and conduct training of Health Care Workers within the district, according to the training programme, provide professional and technical support to the implementers of the programme, to ensure quality patient care is rendered, manage clinical learning exposure to health workers, between the training unit and clinical area, conduct on-site training and supervision, develop and implement quality assurance programmes, guidelines, standard operating procedures and protocols, including norms and standards, participate in multi-disciplinary teamwork that promotes effective and efficient health outcome, compile and manage the skills audit of the district, generate training reports, monitor and evaluate the impact of training
<b><u>ENQUIRIES</u></b>	:	Ms ED Manyetsa, Tel No: (053) 8300 518
<b><u>POST 12/112</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (TB CONTROLL PROGRAMME)</u></b>
<b><u>SALARY</u></b>	:	R562 800.per annum
<b><u>CENTRE</u></b>	:	Provincial Office x 1 post
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse a minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level, valid code 08 driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Provide technical support to all hospitals on Management of Tuberculosis, develop and implement a case management model of care for TB in Hospitals, draft and Implement Standard Operating procedures for referral and linkage to care, ensure the availability of TB treatment/medication and laboratory supplies, ensure implementation of Infection preventing and control in hospital, Coordinate and report adverse drug events of TB in all hospitals, put systems in place for TB Surveillance and TB Notifications in hospitals, ensure implementation of new diagnostics for case finding in hospitals, ensure utilization of approved information systems in hospitals, analyse, validate data and report on performance of TB in Hospitals, collaborate with internal and external stakeholders to ensure TB in hospitals is addressed at all levels
<b><u>ENQUIRIES</u></b>	:	Ms S Katz, Tel No: (053) 8300- 521
<b><u>POST 12/113</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (HIV PREVENTION)</u></b>
<b><u>SALARY</u></b>	:	R444 276.per annum
<b><u>CENTRE</u></b>	:	John Taolo Gaetsewe District (X1 Post) ZF Mgcawu District
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent Qualification that allows registration with SANC as a Professional Nurse Current Registration with SANC as Professional Nurse. A minimum of 7 year appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. Valid Code 8 Drivers Licence.
<b><u>DUTIES</u></b>	:	Strengthen HIV & STI's prevention Strategies i.e. Medical Male Circumcision (MMC), HIV Testing Services (HTS), STI Programme, Key Population Programme, 90-90-90 Strategy, etc; Develop operational and improvement plans, coordinate outreach services for prevention strategies; Implement risk mitigation strategies, provide technical support to health facility clinicians and CHW's; Conduct Site and quality assurance visits at hospitals, institutions and facilities; Ensure adherence to standard operating procedures; Compile performance

management reports, undertake and undertake performance reviews; Force partnership with key stakeholders both internal and externally toward HIV/AIDS, STI and TB programmes.  
 Ms S Katz, Tel No: (053) 8300 628/524

**ENQUIRIES** :

**POST 12/114** : **CONTROL ENGINEERING TECHNICIAN GRADE A**

**SALARY** : R446 202.per annum  
**CENTRE** : Robert Mangaliso Hospital Complex  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. A valid drivers license. Compulsory registration with ECSA as an Engineering Technician. Competencies: Technical: Project management. Technical design and analysis knowledge. Research and development. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Generic: Problem solving and analysis. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management.

**DUTIES** : Manage Technical Services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases and manage, supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Dr Kantani, Tel No: (053) 8022124

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : **Mahikeng Head Office**, quoting the relevant reference, should be forwarded as follows: Management Echelon and the Directorate: Sustainable Resource Management: The Director Human Resource Management, Department of Agriculture and Rural Development, Private Bag X2039, Mmabatho, 2735, or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Road, Mmabatho, for attention Ms K Manoto  
**Taung Agricultural College and Irrigation and Dr Ruth Segomotsi Mompoti District Services** : The District Director, Department of Agriculture and Rural Development, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, For Attention: Ms L Ntshingila  
**Veterinary Services and Ngaka Modiri Molema District Services**: The District Director, Department of Agriculture and Rural Development, Ngaka Modiri Molema District Services, Private Bag X 106, Mmabatho, 2735, For Attention: Ms D Mmusi  
**Potchefstroom College of Agriculture and Research**: The District Director, Department of Agriculture and Rural Development, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom, For Attention: Ms: C Hilderbrand
- CLOSING DATE** : 17 April 2020
- NOTE** : Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached), ID document and the names of three referees. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. 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 successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
- MANAGEMENT ECHELON**
- POST 12/115** : **HEAD OF DEPARTMENT REF.NO: NWDARD 01/03/2020**  
(5-year contract)
- SALARY** : R1 521 591 per annum (Level 15) (all-inclusive flexible remuneration package) All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.
- CENTRE REQUIREMENTS** : Mahikeng - Head Office  
Post graduate (NQF 8) qualifications in Agriculture and/or Developmental studies as recognised by SAQA backed by at least 10 years' experience at Senior Management level in the public service environment. Proven strategic and leadership qualities, project and financial management skills. Additional formal qualifications in finance, project management, human resources management, supply chain management will serve as a strong motivation. A valid and unendorsed driver's license and the ability to drive a motor vehicle. Computer Literacy. Proven applicable knowledge of PFMA, Treasury Regulations, Supply Chain Policy framework, Public Service Act, 1994 and Public Service Regulations 2016, and the entire legislative framework within which public service operates is a must. Envisaged is an innovative person who will ensure the highest level of service delivery. Have excellent problem solving and analysis, people management, research, honesty, analytical thinking, integrity and empowerment skills. The successful candidate must display the highest standard of ethical and moral conduct and have the ability to communicate at all levels and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. Successful candidates will be subjected to a compulsory competency assessment at a venue and date determined by the Department.
- DUTIES** : Reporting to the MEC of Department of Agriculture and Rural Development, the incumbent will function as the Head of Department with the following main functions: Ensure compliance

with all the relevant legislative, statutory and regulatory requirements towards the achievement of departmental service delivery priorities and goals. Monitor, evaluate and regulate Agriculture, Rural Development and related functions. Manage the administration of Agriculture and Veterinary legislation, policies and coordination of Rural Development activities. Cooperative governance with National and Provincial government. Enforcing the implementation of the Public Finance Management Act. Preparation and monitoring of sound, sustainable and developmental departmental budgets. Sound Management of departmental financial assets and liabilities. Enhancements of sound cash management, accounting practices, policies and systems. Ensuring alignment of strategic plans and budgets to the Provincial Growth and Development Strategy. Provide policy direction to facilitate effective and efficient management of physical assets. Ensure the development and implementation of sound supply chain management policies, procedures and practices. Maintain and manage all transversal financial systems. Provide technical support on public private partnership projects to municipalities and provincial departments. Ensure effective implementation of accounting practices in line with generally recognized accounting practices. Prepare consolidated annual financial statements that reflect the financial position of the department. Implement and monitor compliance to national and provincial financial norms and standards by the department. Facilitate the establishment of risk management capacity in the departments. Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate. Responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act, and Treasury Regulations, Public Service Act and the Public Service Regulations etc. Monitor and ensure compliance with all applicable legislation. Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the department.

**ENQUIRIES** :

Ms Y Modubu, Tel No: (018) 389 - 5638

**OTHER POSTS**

**POST 12/116** :

**STATE VETERINARIAN REF NO: NWDARD 02/03/2020 (4 POSTS)**  
Directorate - Veterinary Services

**SALARY CENTRES REQUIREMENTS** :

R733 257 per annum (Level 11) (all inclusive remuneration package)  
Mahikeng, Ratlou, Lekwa-Taemane and Ventersdorp State Veterinary Offices.  
An appropriate BVMCh or BVSc and registration with the South African Veterinary Council. Understanding of the application of the Animal Diseases Act (Act 35 of 1984). An understanding of the Meat Safety Act (Act 40 of 2000). A good understanding of the Import and Export facilitation protocols. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes). A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Computer literacy. Valid driver's license.

**DUTIES** :

To provide risk assessment of potential hazardous situations in area that involve Animal Health. Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area. Assessing the prevalence of TB in the area and instituting the necessary control measures. Participating in the Departmental Primary Animal Health Care (PAHC) project through providing necessary secondary intervention function. Conducting risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the State Veterinary area. Inspecting and registering all facilities that intend to export commodities out of South Africa. Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets. Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS). Reporting to line function manager.

**ENQUIRIES** :

Dr LS Madyibi, Tel No: (018) 389 -5102/5057

**POST 12/117** :

**DEPUTY DIRECTOR - ARABLE FARMING REF NO: NWDARD 03/03/2020**  
Directorate - Dr Ruth Segomotsi Mompati District Services

**SALARY CENTRE REQUIREMENTS** :

R733 257 per annum (Level 11) (all inclusive remuneration package)  
Dr Ruth Segomotsi District Office  
An appropriate Master's degree in Arable Farming field/equivalent qualification in the Agricultural field. A minimum of 10 years' experience in agricultural and advisory services coupled with 5 year's managerial experience. Technical knowledge in the fields of Crops, Grain, Horticulture and project management. Advanced knowledge of economic and social agricultural issues with a good understanding of the department and service delivery imperatives. Knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Regulations and related prescripts. Project management, monitoring and evaluation skills .Good verbal and written communication, conflict management and leadership skills. Computer literacy and good Policy analysis and interpretation skills. Ability to communicate across all sectors. Willingness to travel and work irregular hours. A valid driver's license.

**DUTIES** :

Plan, Coordinate and manage extension services to farmers within a sub – district. Manage the development and implementation of Agricultural related projects. Support, advice and coordinate the implementation of the Integrated Food Security Strategy of South Africa (IFSS) and Extension Recovery Plan (ERP). Manage the sub-district's financial and human resources. Establish and maintain partnerships with other Departments, Municipalities NGO's and farmer organizations. Facilitate the integration of the departmental projects with municipal IDPs to promote intergraded planning and development within the sub-district

**ENQUIRIES** : Mr T Molema, Tel No: (053) 928 - 0630/1

**POST 12/118** : **DEPUTY DIRECTOR - KGORA FARMER TRAINING CENTRE REF NO: NWDARD 05/03/2020**  
Directorate - Ngaka Modiri Molema District Services

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all inclusive remuneration package)  
Kgora Farmer Training Centre - Mafikeng  
Appropriate NQF level 7 qualifications in Agriculture, with proven experience in managing at least 1 commercial farming operation/farm. An appropriate Master's degree will be an added advantage. Registration with Agri-Seta as an Assessor (Registration as a Moderator will be an added advantage). Proven, applicable experience in FET accreditation and quality assurance. Public Service Supply Chain Management experience. Public Service Financial Management experience. Computer literacy (MS Office software packages). A valid, unendorsed Code C1 drivers Licence. Fluency in English and Afrikaans.

**DUTIES** : Responsible for the overall management of a 600 h.a. Kgora Farmer Training Centre and will, inter alia, ensure that the whole farm is commercially viable. Ensure that all farmer training objectives of the Province are realised. Training Centre responds as a strategic tool of the North West Department of Agriculture and Rural Development towards implementation of its agreements, MOUS and MOAs with sector role-players such as Grain SA, SAPA, SAPPO, ARC etc. Management of human and financial resources as well as assets towards the intended goals of the North West Province.

**ENQUIRIES** : Mr EK Mabiletsa, Tel No: (018) 384 -1504

**POST 12/119** : **ASSISTANT DIRECTOR - LOCAL AGRICULTURAL OFFICE MANAGER REF NO: NWDARD 04/03/20 (3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
Taung Irrigation Scheme, Lekwa-Teamane and Mamusa Local Agricultural Offices  
An appropriate Bachelor Degree or equivalent qualification. At least 5 years' experience in the field of Agricultural Extension and Advisory service. A Postgraduate qualification in Extension will be an added advantage. Knowledge of public service prescripts. Conflict Management and Leadership Skills. Technical knowledge in the fields of crops, horticulture and livestock production. Knowledge of project management. Computer Literacy. Good communication skills. Driver's licence. Ability to work with developing and commercial farmers. Ability to work under pressure.

**DUTIES** : Manage the development and implementation of provision of Agricultural Extension. Manage the development and implementation of agricultural related project. Promote cooperative governance amongst stake holders. Manage the key performance areas of the managed. Compile and manage the utilisation of LAO budget and other resources. Compilation of reports. Report progress on LAO activities and liaise with other Departments, Municipalities, NGO's and farmer organisations in order to promote intergraded planning and development in the LAO.

**ENQUIRIES** : Mr T Molema, Tel No: (053) 927 - 1809/ 0432/

**POST 12/120** : **REGISTRAR REF NO: NWDARD 11/03/2020**  
Directorate - Taung Agricultural College and Irrigation

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
Taung Agricultural College  
Appropriate Honours Degree in Education or Educational Psychology or Public Administration. Minimum of 3-5 years' experience of which three years must as supervisory level and/or further qualifications in Financial Management, preferably within the Public Service as well as experience and/or qualifications in Human Resource Management and/or law. Valid driver's licence. Experience in tertiary students administration, Excellent command of English & Setswana, Excellent command of Microsoft office programmes.

**DUTIES** : Render overall students administration support services (admissions, registration, graduations, student accommodation allocations, management of exams, tests, student fees, etc.). Establishing and maintaining of students administrative and management information systems. Arrange and conduct students disciplinary hearings. Enforce the College's General Rules & Regulations and recovery of students debts etc. Provide administrative role at the College Advisory Council.

**ENQUIRIES** : Mr M Chimbunde, Tel No: (053) 994 - 9800/(018) 299 – 6671

**POST 12/121** : **ASSISTANT DIRECTOR - LAND USE MANAGEMENT REF NO: NWDARD 13/03/2020**  
Directorate - Sustainable Resource Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
Mahikeng - Head Office  
A Bachelors' Degree or equivalent in Agriculture or Land Management having majored in Land Use Planning A minimum of 5 years relevant working experience The following technical and generic competencies are required: Land use planning, environmental sciences, farm planning, agro ecosystems, spatial planning geographic information systems Ability to interact at strategic and operational level Knowledge of acts regulating land use and conservation of agricultural land Knowledge of agricultural prescripts Project management and problem solving skills Computer literacy and valid driver license



<b><u>DUTIES</u></b>	:	Development of Agro ecosystems Management Plans Development of Farm Management Plans Promote land use in line with the relevant legislations (CARA, Subdivision of Agricultural Land SALA) Provide recommendations on applications for rezoning and sub-division of agricultural land in relation to inter alia: natural resource assessment, farm potential assessment, reviews/make recommendations/interrogate municipal plans, and farm planning layout (stock watering and camps, run off control on arable land) Geographic Information System (GIS) Supervise a multi-disciplinary team of agricultural scientist and technicians to carry out natural resource identification and utilisation Responsible for the professional management of agricultural land use planning, land use management, resource planning, conservation and GIS, oversee development of farm plans and agro ecosystems. Assist the director in the compilation of reports Assist in the implementation of agricultural policy in the province Overall management of key performance areas of subordinates
<b><u>ENQUIRIES</u></b>	:	Mr M Bodibe, Tel No: (018) 389 - 5540
<b><u>POST 12/122</u></b>	:	<b><u>ASSISTANT DIRECTOR - QUALITY ASSURANCE REF NO: NWDARD 06/03/2020</u></b> Directorate - Potchefstroom Agricultural College and Research
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Potchefstroom College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree in Agriculture/ Relevant Honour's degree will be an added advantage. Minimum of 3 years' appropriate experience in a higher education environment, of which at least 1 year should be in a management position. Sound knowledge of accreditation and Quality Assurance duties. Good verbal and written communication skills. Computer Literacy. Valid Driver's License. Good Interpersonal Relations.
<b><u>DUTIES</u></b>	:	Provision of structured Agricultural training in the Higher Education and Training (HET band). Manage compliance to the Higher Education Quality Management system. Overall financial management in compliance with the PFMA and PPPFA. Management of academic staff. Provision of marketing services for the institution.
<b><u>ENQUIRIES</u></b>	:	Ms OU Sebitloane, Tel No: (018) 285 0700/ 10
<b><u>POST 12/123</u></b>	:	<b><u>LECTURER -BEEF CATTLE PRODUCTION AND ANIMAL BREEDING REF NO: NWDARD 07/03/20</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Potchefstroom College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Science in Agriculture (Beef or Large Stock). Minimum of 3 years' experience in the higher education environment. Postgraduate qualification in Higher Education will be an added advantage. Knowledge of research methodology will be an added advantage. Computer Literacy (MS Office). Valid Driver's License. Presentation skills. Fluency in English. Good verbal and written communication skills. Good Interpersonal Relationship skills
<b><u>DUTIES</u></b>	:	Plan and design course material in Beef Cattle Production, Animal Breeding and their research. Present lectures in this field to second and final year students. Render technical support and assist in all animal farming disciplines. Manage and oversee students seminars and research work. Conduct continuous student assessments and evaluation.
<b><u>ENQUIRIES</u></b>	:	Mr S Manyedi and/ or Mr M Moneoang, Tel No: (018) 285 – 0700
<b><u>POST 12/124</u></b>	:	<b><u>LECTURER - SOIL SCIENCE &amp; FERTILITY REF NO: NWDARD (08/03/20)</u></b>
<b><u>SALARY</u></b>	:	R316 791 (Level 08)
<b><u>CENTRE</u></b>	:	Potchefstroom College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	A relevant four (4) year Bachelor's degree in Agriculture or equivalent NQF 7 qualification specializing in Soil science or related field. At least three (3) years working experience in agricultural teaching and learning environment. Post qualification experience in an agricultural field or training environment. Registration with subject related scientific organisation is recommended. Computer literacy (MS Office package). A valid driver's license.
<b><u>DUTIES</u></b>	:	Teaching and learning in the disciplines of Soil science, Soil fertility and any other related subjects falling within the plant production department. Preparation and development of learning and assessment materials. Presentation of lectures, tutorials and practical, on and off-campus. Liaise with industry and other stakeholders regarding curricula, excursions, and research and community projects. Curriculum review. Responsible for administrative tasks relating to the relevant learning programmes of the Department.
<b><u>ENQUIRIES</u></b>	:	Mr T Aphane, Tel No: (018) 285 – 0713
<b><u>POST 12/125</u></b>	:	<b><u>LECTURER - ANIMAL HEALTH REF NO: NWDARD 09/03/20</u></b>
<b><u>SALARY</u></b>	:	R316 791. per annum (Level 08)
<b><u>CENTRE</u></b>	:	Potchefstroom College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	NQF Level 8 qualification in Animal-health. Relevant Master's degree will be an added advantage. A minimum of 2 years teaching and/or research or industry experience on related subject field. Computer literacy (MS office software packages). Registration with South African Veterinary Council. Valid driver's license.
<b><u>DUTIES</u></b>	:	Plan and design course material for Animal-health and other subject related to Animal production. Presentation of lecturers, tutorial and practical Comprehensive students assessment and evaluation. Render technical support with regard to health and husbandry practices for all college livestock. Curriculum development. Liaise with industry and other stakeholders regarding curricula, excursion, research and community projects.
<b><u>ENQUIRIES</u></b>	:	Mr M.S. Moneoang, Tel No: (018) 285-0704

**POST 12/126** : **LECTURER - SYSTEM ADMINISTRATION REF NO: NWDARD 10/03/20**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Potchefstroom College of Agriculture  
**REQUIREMENTS** : National Diploma/Degree (NQF 7) in Information Technology Information Systems/Computer Science. Minimum of 2 year's working experience in an administration environment. Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records. Good organising and interpersonal skills. Good verbal and written communication skills.

**DUTIES** : Process enrolment and admission of student on the IT System. Registration of relevant subjects per semester. Generate proof of registration letters and proof of residence. Print student cards. Generate class lists per subject. Process assessment outcomes on the IT system. Create predicates and publish on the notice boards. Generate and issue student progress reports. Generate academic records /or transcripts. Print certificates for graduates. Prepare reports for council committees and management meetings.

**ENQUIRIES** : Ms OU Sebitloane, Tel No: (018) 285 0700/10

**POST 12/127** : **LIBRARIAN REF.NO: NWDARD 12/03/20**

**SALARY** : R208 584 per annum (Level 06)  
**CENTRE** : Taung Agricultural College  
**REQUIREMENTS** : A Bachelor's degree in Library Science/Information Science/B Bibl or equivalent An honours added advantage At least 1 year working experience in Library and Information systems environment Knowledge of e-resources and ways of providing access to Library material Minimum Code EB Drivers Licence Fluency in English Computer Literacy (Ms office suite) Knowledge of INNOPAC system.

**DUTIES** : Render an effective and efficient library and information system Manage all services and operational activities associated with periodicals Purchasing of serials from identified vendors/suppliers and management of renewals and cancelation Perform administrative and supervisory services Facilitate bibliographic description through classification and cataloguing of library material Oversee preparation of serials for binding to ensure effective circulation and administration of journal Facilitate technical processing of serial records for new titles, title changes and frequency changes Investigate and coordinate communications with vendors, information technology, library staff and users on alleged breached of licence resources Prepare annual monthly, quarterly and annual reports.

**ENQUIRIES** : Mr M Chimbunde, tel: (053) 994 – 9800

**SOUTH AFRICAN POLICE SERVICE  
(NORTH WEST)**

**APPLICATIONS** : The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X801, Potchefstroom, 2520. Hand delivery address: 123 Peter Mokaba Street, Potchefstroom

**CLOSING DATE** : 15 April 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

**NOTE** : Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31<sup>st</sup> of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POST**

**POSTS 12/128**

**GENERAL WORKERS**

**SALARY CENTRE**

R102 534 per annum (Level 02) - Public Service Act, 1994 (Act 103 of 1994)  
South African Police Service, North West  
Boons SAPS Ref No: NW01/03/2020 (X2 posts)  
Coligny SAPS Ref No: NW02/03/2020  
Zeerust SAPS Ref No: NW03/03/2020 (X2 posts)  
Hebron SAPS Ref No: NW04/03/2020  
Madibogo SAPS Ref No: NW05/03/2020  
Marikana SAPS Ref No: NW06/03/2020  
Mooiwool SAPS Ref No: NW07/03/2020  
Stella SAPS - Ref No: NW08/03/2020  
Tlhabane SAPS - Ref No: NW09/03/2020  
Vorstershoop SAPS - Ref No: NW10/03/2020  
Mahikeng Stock Theft Unit Ref No: NW11/03/2020 (X2 posts)  
Lichtenburg K9 Unit Ref No: NW12/03/2020  
Zeerust K9 Unit Ref No: NW13/03/2020  
Hartbeespoortdam K9 Unit Ref No: NW14/03/2020  
Itsoseng SAPS - Ref No: NW15/03/2020  
Ikageng SAPS - Ref No: NW16/03/2020  
Mmabatho SAPS - Ref No: NW17/03/2020  
Piet Plessis SAPS - Ref No: NW18/03/2020  
Boitekong SAPS - Ref No: NW19/03/2020  
Makgobistad SAPS - Ref No: NC20/03/2020

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Captain Mpela/Personnel Officers Appie/Dikane Tel No: (018) 299 7320/7139/7608/7732

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

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 12/129** : **INFORMATION DEVELOPER: RESEARCH INFORMATION SERVICES, REF NO: AGR 53/2019 R1**

**SALARY** : R257 508 per annum (level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year post school qualification (National Diploma or higher qualification) in Communication/Media Studies/Journalism or related; A minimum of 5 years relevant experience preferably in an agricultural environment; A valid code B driving licence. Recommendations: Excellent writing ability, especially scientific writing; Experience in various user interfaces and electronic information dissemination; Experience in the translation of scientific written material. Competencies: Working knowledge and experience in the following: Using the adobe package and its applications, specifically Indesign, Photoshop and Illustrator; A basic understanding of layout and design and the application thereof; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office products, Internet, Intranet; Planning and organising; Ability to work independently and within a team; Ability to work under pressure and meet deadlines.

**DUTIES** : Scientific Information administration; Electronic information compilation; Determine and advise on different formats for distribution of information (e.g. CD, hard copy, website, articles in journals and newsletters, audio, presentations, or a combination depending on the target audience and their requirements.); General (e.g. Translation, Afrikaans to English and vice versa, as well as proofreading, Ad hoc functions, including gathering of information from events to publish, design of scientific posters and banners, attendance of specific information days, attendance of strategic sessions to set information standards for researchers and technicians, etc.)

**ENQUIRIES** : Dr. I Trautmann at Tel No: (021) 808 5012  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 14 April 2020

**POST 12/130** : **FARM AID: ANIMAL SCIENCE (TYGERHOEK), REF NO: AGR 13/2020**

**SALARY** : R102 534 per annum (Level 2)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Ability to read and write (Grade 7)/ Adult Basic Education and Training (ABET level 3); A valid driving licence. Recommendation: Relevant experience in livestock farming, especially sheep farming. Competencies A good understanding of the following: Animal production (sheep); Mixed cropping and livestock; Infrastructure care and maintenance; Communication skills.

**DUTIES** : Flock maintenance: Daily checking of sheep; Count numbers; Provide assistance with the day to day management of the flock; Assist ewes during difficult lambing; Ensure lambs get colostrum; Assist during dosing; Driving, loading and weighing of livestock; Reporting of sick livestock; Livestock care and feeding: Handling feeds in the feed store; Weighing of feed allowance and daily feed residues if necessary; Research support: Bring livestock for weighing and measuring animals on request; Assist during lambing, weaning and culling; Perform general farm work: Assist with irrigation activities when needed; Care of equipment; Loading/offloading of farm supplies and equipment; Infrastructure maintenance: Cleaning of facilities and farm premises; Performing other maintenance duties on request.

**ENQUIRIES** : Dr A Scholtz at Tel No: (021) 808 5231  
**APPLICATIONS** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, [info@westerncapegov.com](mailto:info@westerncapegov.com). Applications not submitted on or before the closing date as well as faxed copies will not be considered

**NOTE** : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 20 April 2020

## DEPARTMENT OF COMMUNITY SAFETY

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

### OTHER POSTS

**POST 12/131** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 07/2020**  
(12-Month Contract Position)

**SALARY** : R 316 791 per annum, plus 37% in lieu of benefits (level 8)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant investigation or related experience; A valid code B driving licence. Competencies Knowledge of the following: Legal administration and processes; Relevant legislation; Management processes in the public service; Western Cape Community Safety Act; South African Police Act and Constitutional Dispensation; Written and verbal communication skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.

**DUTIES** : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.

**ENQUIRIES** : Ms N Arabi at Tel No: (021) 483 0663  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/132** : **ADMINISTRATION CLERK: WESTERN CAPE POLICE OMBUDSMAN, REF NO: CS 06/2020**  
(12-Month Contract Position)

**SALARY** : R173 703 per annum (Level 5) plus 37% in lieu of benefits  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data; Collecting statistics; Verbal and written communication skills; Proven computer literacy; Planning and organisation skills.

**DUTIES** : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data; Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure in the component; Verify subsistence and travel claims of officials and submit to manager for approval; Perform all AdHoc duties allocated by supervisor/manager; Provide Investigating Officers with support services.

**ENQUIRIES** : Ms N Arabi at Tel No: (021) 483 0663  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/133** : **ADMINISTRATION CLERK: SAFETY PLANNING, REF NO: CS 08/2020**

**SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months administrative experience; A valid code B driving licence. Recommendation: Relevant experience in filing and retrieval of documentations. Competencies Understanding of the following: Filing; Event management; Logistical and event support; Office management support; Project administration support; Processing claims; Communication (verbal and written) skills; Planning and organising; Ability to keep to deadlines and see things through till completion.

**DUTIES** : Records Management (manually, electronically and minute taking); Logistical, event and project support as well as technical support (photography, videography, sound system, data projector); Record, organise, store, retrieve correspondence and data; Keep and maintain a filing system as well as the in/out register, type and prepare correspondence for signature; Keep and maintain the asset register, stock control of stationary/info desk stock and liaise

with internal /external stakeholders with regards to procurement of goods and services; Maintain leave register, records/travel & accommodation arrangements; Process subsistence and traveling claims; Capture expenditure for component/handle telephone accounts and claims.

**ENQUIRIES APPLICATIONS** : Ms T Hanekom at Tel No: (021) 483 5717  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF CULTURAL AFFIARS AND SPORT**

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POSTS**

**POST 12/134** : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL) HERITAGE RESOURCE MANAGEMENT PLANNING, POLICY & RESEARCH, REF NO: CAS 23/2020**

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

**CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate B-Degree in Urban/Town/City and Regional Planning or relevant qualification in Development Planning; A minimum of 3 years post qualification experience in town and regional planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Registration with the relevant body in the South African Heritage Sector. Competencies: Programme and project management; Town & Regional principles and methodologies; Research and development; Computer-aided applications; Town & Regional knowledge of legal compliance; Creating high performance culture; Technical consulting; Professional judgment; Analyse applications for completeness, accuracy and determine substance; Ability to synthesize and present complex scenarios.

**DUTIES** : Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Human capital development: Mentor, train and develop candidate town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on town and regional planning technology to improve expertise. Office administration and budget planning: Prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery.

**ENQUIRIES APPLICATIONS** : Dr M. Dlamuka at (021) 483 5959  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/135** : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 24/2020 (4 POSTS AVAILABLE)**

**SALARY** : R376 596 per annum (level 9)  
**CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government  
: Appropriate Master's Degree in Field of Archaeology, Palaeontology, Geology, Meteorites, Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences; A minimum of 5 years appropriate experience in research or related discipline; A valid code B driving licence. Recommendation: Relevant experience in project management; Registered with relevant professional body in the South African Heritage sector; Proficient in at least 2 of the official languages of the Western Cape. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines (specifically those of HWC {Heritage Western Cape}); Written and verbal communication skills; Related legislation in the heritage management process; Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar; Ability to synthesize and present complex scenarios.

**DUTIES** : Processing complex applications for permits, impact assessments and appeals received in respect of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for complex cases for formal protection of Heritage Resources; Monitor and enforce compliance in respect of sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional/technical

		assistance/advice and undertake advocacy on heritage matters; Prepare Provincial Heritage Resources Agency submissions for Ministerial Tribunals; Brief Counsel or State prosecutor on technical details with regards to court cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Dlamuka at Tel No: (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/136</u></b>	:	<b><u>ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO: CAS 25/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 376 596 per annum (level 9) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year B-Degree (or higher qualification) in the field of Administration, Public Management or Heritage related disciplines; A minimum of 3 years relevant experience in a heritage administration and/or training related environment; A valid code B driving licence. Recommendation: Post graduate qualification in heritage related disciplines or Legal qualification; Legal Knowledge. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines; Excellent writing and ability to synthesize and present complex scenarios; Communication (written and verbal) skill; Computer literacy.
<b><u>DUTIES</u></b>	:	Assessment of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Conduct training and capacity building exercises and raise awareness; Plan and execute inspections for new and maintenance work on heritage project sites; Provide guidance with regard to legal matters affecting heritage resources management to management and staff; Conduct review inventory and grading of heritage resources; Provide professional/technical assistance to other departments/internal units.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Dlamuka at Tel No: (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/137</u></b>	:	<b><u>ARCHIVIST: COLLECTION MANAGEMENT SERVICES, REF NO. CAS 17/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher qualification) with History as a passed subject; A valid (code B or higher) driving licence. Recommendation: Relevant experience in digitization of records. Competencies: Knowledge of the following: Automated storage and retrieval systems; Provincial Archives and Records Service of the Western Cape Act; Archival collection; Digitisation of archival collection/records and access; Proven computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); Written and verbal communication skills; Time management skills.
<b><u>DUTIES</u></b>	:	Scanning of records and maps; Digitisation of archival records; Skills development and administration.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Ngobo at Tel No: (021) 483 0434
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/138</u></b>	:	<b><u>ARCHIVIST: ELECTRONIC RECORDS MANAGEMENT, REF NO: CAS 18/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher qualification) in Information Management Systems or related qualification; A valid code B driving licence. Recommendation: Post Graduate Qualification in Archival Studies; Understanding of automated storage and retrieval systems, electronic records, databases design and electronic publications. Competencies: Knowledge of the following: Legislation, policies and procedures of the Western Cape Archives and Records Service; Public Management practices in SA and in other countries; Financial Management and Supply Chain Management Services; Public Service reporting structures; Strategic planning; Meeting procedures; Communication (written and verbal) skills; Proven computer skills; Research skills; Problem solving skills; Analytical and strategic thinking skills; Presentation skills.
<b><u>DUTIES</u></b>	:	Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Compilation, updating and distribution of guides and directives; Training on Electronic Records Management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Robertson at Tel No: (021) 483 0429
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/139</u></b>	:	<b><u>SCANNING AND DIGITISATION TECHNICIAN: COLLECTING MANAGEMENT SERVICES, REF NO: CAS 20/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate Advanced Certificate or Diploma in IT (1-2 year post-school qualification or higher); A minimum of 2 years Technical/ Scientific experience. Recommendation:

		Experience in Information systems and digitisation of archival records. Competencies: Knowledge and understanding of the following: Provincial Archives and Records Service of the Western Cape Act, policies and guidelines; Digitisation of Archival collection/ records and access; Communication (written and verbal) skills; Proven computer literacy; Time management skills; Good interpersonal skills; Ability to work well within a team and independently; Ability to work under pressure and meet strict deadlines.
<b><u>DUTIES</u></b>	:	Collect digital/ electronic records and create/scan archives/records; Store and facilitate access to digitised records; Skills development and administration.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Ngobo at Tel No: (021) 483 0434
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/140</u></b>	:	<b><u>LIBRARIAN: TECHNICAL SERVICES, REF NO: CAS 22/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate tertiary qualification (National Diploma or higher) in Library Science/Information Sciences. Recommendation: Post Graduate Diploma/qualification in LIS, ND or B.Inf or B.Bibl Degree/B-Tech; Library Information Management System cataloging experience. Competencies: Knowledge of the following: Anglo-American Cataloguing Rules (AACR2); Resource Description and Access (RDA); Dewey Decimal Classification System (DDC); Library of Congress Subject Headings (LCSH); MARC 21; WorldCat; Library of Congress online catalogue; SLIMS; 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 within teams and perform under pressure; Interpersonal skills and information interpretation skills; Proven computer literacy.
<b><u>DUTIES</u></b>	:	Cataloguing of books, periodicals and audio-visual materials; Classification of books, periodicals and audio-visual materials; Quality control of the SLIMS database; Assisting with answering cataloguing queries from provincial and public library staff; General office administration; Keeping accurate statistics of work performed.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B Meyer at Tel No: (021) 483 2309
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/141</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES, REF NO: CAS 27/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant administrative experience. A valid code B or higher driving licence. Competencies: Knowledge of the following: Training in heritage and related disciplines; Human Resource Management; Management of finances in line with PFMA; Proven computer literacy; Written and verbal communication skills; Planning and organising; Conflict resolution; Report writing skills; Analytical thinking.
<b><u>DUTIES</u></b>	:	Co-ordination, review and facilitate the application of heritage conservation policies in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources (declarations); Development and maintenance of the heritage register; Provide professional / technical assistance to other departments / internal units.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Dlamuka at (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/142</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HERITAGE WESTERN CAPE LEGAL SUPPORT, REF NO: CAS 28/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 257 508 per annum (Salary Level 7) Department of Cultural Affairs and Sport, Western Cape Government An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 3 years relevant administrative experience; A valid code B or higher driving licence. Recommendation: Working knowledge and experience in legal administration. Competencies: Knowledge of the following: Training in heritage and related disciplines; Human Resource Management; Legal knowledge; Management of finances in line with PFMA; Proven computer literacy; Written and verbal communication skills; Planning and organising; Conflict resolution; Report writing skills; Analytical thinking.
<b><u>DUTIES</u></b>	:	Assist with receipt and evaluation of applications for competency in terms of the National Heritage Resources Act (Act 25 of 1999); Assist with the conducting of training and capacity building exercises to raise awareness; Conduct reviews of inventories and grading of heritage resources; Inspection of heritage sites.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Dlamuka at Tel No: (021) 483 5959
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>



## DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

### OTHER POSTS

**POST 12/143** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 05/2020**

**SALARY** : R733 257 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 (BCom Accounting or higher qualification) in Public Finance/ Accounting or a related financial field; A minimum of 3 years management level experience within a Financial Management environment. Recommendations: Financial management exposure in the public sector; Sound knowledge of Generally Recognized Accounting Principles (GRAP) and Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation and Conflict resolution skills.

**DUTIES** : Ensure the following: Well managed set of accounts for the Department; Timeous month and year end closure; An effective miscellaneous payment functions, Cashier's functions, Banking functions, Salary administration and Accounting control system for the department; Manage the departmental debt and the compilation of annual financial statements; Uphold service delivery and standards; People management/ supervisory functions.

**ENQUIRIES** : Ms M Abrahams at Tel No: (021) 483 9138  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/144** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO: DEDAT 06/2020**

**SALARY** : R376 596 per annum (level 9)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Com Accounting Degree; A minimum of 3 years supervisory experience within a financial management or similar environment. Recommendations: Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy

**DUTIES** : Assist with the compilation of annual financial statements and provide for a well-managed set of accounts for the Department; Ensure the following: Timeous month and year end closure; An effective miscellaneous payment functions, Cashier's functions, Banking functions and Accounting control system for the department; Uphold service delivery and standards; People management/ supervisory functions.

**ENQUIRIES** : Ms M Abrahams at Tel No: (021) 483 9138  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

### DEPARTMENT OF ENVIRONMENTAL AFFAIRS

**APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.

**CLOSING DATE** : 20 April 2020  
**FOR ATTENTION** : Human Resources  
**NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, original certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Furthermore, the person appointed to this position will be subjected to a security clearance and the signing of a

performance agreement. For more information regarding the requirements and duties, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Candidates may be subjected to a practical job based ability test.

#### OTHER POSTS

**POST 12/145** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NORMS AND STANDARDS**  
**REF NO: OC 10/2020**

**SALARY** : R402 045 - R563 693 per annum (all-inclusive total package)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including NEMA, the NEM: ICMA Act, NEM: Waste Act, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

**DUTIES** : The candidate will be responsible for facilitating the implementation of a permitting regime for Section 69 of the ICM Act and the Coastal Waters Discharge Permit Regulations. Development of norms and standards for effluent disposal control. Specific areas of work will include: implement the coastal waters discharge permitting system; assess permit applications and technical reports to develop 'minimum end-of-pipe monitoring requirements' for various discharge sectors. Assess technical reports and permit applications to develop 'minimum receiving environment monitoring requirements' for various discharge sectors. Promote recently updated coastal water quality guidelines. Provide technical support to compliance and enforcement processes with the specific focus on land derived sources of marine pollution. Support initiatives undertaken to manage land-based sources of pollution in line with the National Coastal Management Programme. Support implementation of the Source to Sea project addressing marine litter. Represent the Directorate's interests in EIA, other licensing processes and water quality monitoring and management initiatives. Provide technical and operational advice on coastal management issues relating to land-based sources of marine pollution. Support public awareness and outreach activities on land-based sources, in particular on marine litter and plastic pollution.

**ENQUIRIES** : Dr. Y. Peterson Tel No: (021) 819 2450

**POST 12/146** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT**  
**ASSESSMENT (EIA) REF NO: OC11/202020**

**SALARY** : R402 045 - R563 693 per annum (all-inclusive total package)  
**CENTRE** : Cape Town

**REQUIREMENTS** : Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge of the EIA Regulations in terms of the National Environmental Management Act (Act No. 107 of 1998) and its administration. Knowledge on integrated environmental management and the National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008). Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver's licence. All short-listed candidates will be subject to a written evaluation in addition to an interview.

**DUTIES** : Coordinate and facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Establish a mechanism to deal with developments "regulated and unregulated" along the entire South Africa's coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate necessary site inspections, attendance of stakeholder meetings, working groups, and implementation workshops that have a bearing on Environmental Impact

Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications.

Ms N.P. Tonjeni Tel No: (021) 819 2451

**ENQUIRIES**

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POSTS**

**POST 12/147** : **CHIEF TOWN AND REGIONAL PLANNER (GRADE A): REGULATORY PLANNING ADVISORY SERVICES, REF NO: EADP 14/2020**

**SALARY CENTRE REQUIREMENTS** : Grade A: R898 569 per annum (OSD as prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape Government  
: B degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years' post qualification Town and Regional Planning experience required; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid code EB driving licence. Competencies: Knowledge of planning legislation and procedures applicable in the Western Cape; Broad knowledge of and experience in all facets of town and regional planning in urban and rural areas; Excellent report writing skills; Good written and oral communication skills; Meeting and presentation skills; Innovative and self-motivated; Work well under pressure.

**DUTIES** : Render Provincial Development Management services for all stakeholders; Assist and support Municipal Land Use Management Services; Capacity building of Municipal Land Use Management Systems; Provide Land Use Planning support to all provincial and national government functions and projects; Management of the component in terms of Human Resource management and administration.

**ENQUIRIES APPLICATIONS** : Mr G Benjamin at Tel No: (044) 805 8633  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/148** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CLIMATE CHANGE MITIGATION, REF NO: EADP 12/2020**

**SALARY CENTRE REQUIREMENTS** : R402 045 per annum (OSD as prescribed)  
: Department of Environmental Affairs and Development Planning, Western Cape Government  
: An appropriate, recognised 4-year Honours Degree in Environmental or related field; A valid (Code B) driving licence. Competencies: Knowledge of Environmental Management; Working in an integrated and cross cutting manner; Strategic Management; Project Management; Communication (verbal and writing) skills including report writing; Leverage change through influencing others to change; Working with multiple stakeholders.

**DUTIES** : Assist with the development and implementation of dedicated provincial and municipal climate change programmes, including: Supporting the climate change municipal support programme; Supporting the coordination and implementation of the climate change mitigation programme, linked to the 2050 Emissions Pathway analysis; Data collection, collation and analysis for the climate change monitoring and evaluation report, including the update of the energy consumption and CO2 emissions database; Assist with climate change response projects, including provincial sector plan development and support; Conduct research and assist with the development and / or mainstreaming of climate change policies and strategic documents; Development presentation materials on climate change responses for the Western Cape and deliver these to stakeholders; Organize meetings, climate change awareness events, seminars and conferences; Drive initiatives to mainstream climate change into provincial and local programmes; Maintain and expand a database on climate change projects; Investigate funding models and sources to promote the implementation of climate change projects.

**ENQUIRIES APPLICATIONS** : Mr G Isaacs at Tel No: (021) 483 2775  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF HEALTH**

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

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

## OTHER POSTS

- POST 12/149** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid (Code B/EB) drivers licence. After hour cover of Obstetrics and Gynaecology Department Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape, as well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.
- DUTIES** : (key result areas/outputs): Manage overall performance of a 24/7 Obstetrics and Gynaecology service, including being part of the after-hours call roster. Provide clinical governance for the Cape/Winelands-East and Overberg. Clinical and corporate governance of the Obstetrics and Gynaecology Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Obstetrics and Gynaecology Department.
- ENQUIRIES** : Ms E Vosloo, Tel No: (023) 348-1113
- APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 April 2020
- POST 12/150** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) REF NO: 6/8TH POST**
- SALARY** : R829 530 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist in Orthopaedics. Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to initiate own research projects and supervise research projects. Computer literacy. Knowledge of relevant medico- legal matters. Leadership, interpersonal and organisational skills.
- DUTIES** : (key result areas/outputs): Active participation in the postgraduate and undergraduate teaching programmes of the Department. Develop, conduct and supervise research projects. Effective management and administration of a wide range of Portfolios. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedic Spinal Trauma Surgery. Provision of clinical service delivery at specialist level across the full spectrum of Spinal Orthopaedic Surgery. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. The specialist primary responsibility would be the Spinal Unit at Tygerberg Hospital.
- ENQUIRIES** : Prof. Jacques du Toit, Tel .No: (021) 938 9266
- APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)".
- CLOSING DATE** : 17 April 2020

<b><u>POST 12/151</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE</u></b> West Coast District
<b><u>SALARY</u></b>	:	R614 991 per annum
<b><u>CENTRE</u></b>	:	Clanwilliam CDC (Cederberg Sub-district)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, financial management, supply chain and procurement processes.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Operational and strategic management of PHC services in RHS for the sub-district to ensure effective and efficient implementation of integrated quality services for mobiles, satellites and fixed clinics. Management of Critical Support Services in PHC infrastructure, policy and planning, information management, systems, data analysis and improving quality of services. Adequate financial planning and support, budgeting and control of the service. People management support to, include people development, planning and practices, employee relations, monitoring and evaluation of quality. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness in communities.
<b><u>ENQUIRIES</u></b>	:	Ms NW Smit, Tel. No: (022) 921-2153
<b><u>APPLICATIONS</u></b>	:	The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
<b><u>FOR ATTENTION</u></b>	:	Mr S Cupido
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/152</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALITY) SPECIALITY AREA: TRAUMA AND EMERGENCY</u></b>
<b><u>SALARY</u></b>	:	R562 800 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Critical care Trauma and Emergency of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Deliver a support service to the Nursing Service and the institution. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in the trauma unit. To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms F Marthinus, Tel.No: (021) 938-4055
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/153</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALITY): OBSTETRICS AND GYNAECOLOGY</u></b> Chief Directorate: Rural Health Services

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the one year post-basic qualification as mentioned above. Inherent requirements of the job: Perform official after-hour and weekend standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook) Extensive knowledge in general nursing and extensive knowledge in midwifery and neonatology. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

**DUTIES** : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

**ENQUIRIES** : Ms RM du Plessis, Tel. No: (023) 348-1104  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 April 2020

**POST 12/154** : **QUALITY ASSURANCE MANAGER (DISTRICT)**  
 Chief Directorate: Metro Health Services

**SALARY** : R470 040 per annum  
**CENTRE** : Khayelitsha Eastern Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate professional clinical experience in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel and PowerPoint), Project, Report Writing and Risk Management skills. Knowledge in Total Quality Management, Occupational Health and Safety, Infection Prevention and Control, Health, Legislative framework and office of health standards compliance. Excellent planning and organisational skills with the ability to establish and maintain QA structures. Sound interpersonal, managerial, communication and leadership skills. Good verbal and writing skills in at least two of the three official languages of the Western Cape. Analytical strategic thinking and creativity, functioning independently with the ability to capture, interpret and report on relevant data.

**DUTIES** : (key result areas/outputs): Formulate Quality Assurance Policies and Strategies, provide expert guidance and support for implementation. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs. Support the Health Establishment staff and Executive Management with the implementation of the Ideal Health Establishment Realisation and Maintenance (IHRM) and Office of Health Standard Compliance (OHSC) requirements. Co-ordinate interventions aimed at improvement of Patient Experience of care, consumer quality and staff knowledge. Effective leadership, implementation and management of the Quality Assurance programs. Perform any other delegated duties including the establishment and maintenance of functional Quality Assurance Committees in the Sub-Structure.

**ENQUIRIES** : Ms C Steyn, Tel. No: (021) 360-4713  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 April 2020

**POST 12/155** : **CLINICAL PROGRAM COORDINATOR GRADE 1 (DISTRICT TRAINING AND CHILD HEALTH COORDINATOR)**  
 Central Karoo District

**SALARY** : R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 12% of basic annual salary)  
**CENTRE** : Central Karoo District Office  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the

SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Must be able to work independently. Computer literacy (MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies, procedures relevant to the child health programs. The certificate in IMCI and PACK is strongly recommended. Ability to speak in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Analyse, plan and coordinate training needs of clinical personnel at facility, sub-district and district level. Presentation, facilitation and coordination of clinical service related training programs in the district. Monitoring, evaluation and reporting of clinical training and skills development in the district. Co-ordination, facilitation and effective management (including monitoring and evaluation of program objectives and targets) of Expanded Program on Immunisation and Child Health programs consisting of the following components: Expanded programme on immunisation; School health; integrated management of childhood illnesses (IMCI); Genetics; Developmental Screening programme. Information management in terms of child health and training programs.

**ENQUIRIES APPLICATIONS** : Ms A Jooste, Tel. No: (023) 414-3590  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 17 April 2020

**POST 12/156** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MENTAL HEALTH)**  
Garden Route District

**SALARY** : Grade1: R383 226 per annum (PN-B1)  
Grade 2: R471 333 per annum (PN-B2)

**CENTRE** : Knysna Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

**DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

**ENQUIRIES** : Ms GA Lloyd, Tel .No: (044) 302-8203

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 17 April 2020

**POST 12/157** : **ASSISTANT DIRECTOR: FINANCE/SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R376 596 per annum

**CENTRE** : Metro TB Hospital Complex (Brooklyn Chest Hospital)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act

		(PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.
<b><u>ENQUIRIES</u></b>	:	Ms N Solomons, Tel. No: (021) 508-8300
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/158</u></b>	:	<b><u>COMMUNITY LIAISON OFFICER</u></b> West Coast District
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	West Coast District Office, Malmesbury
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in facilitating community engagement and participation. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Optimal and efficient Project Management skills at community level in relation to integrated health services. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Excellent computer literacy (Ms. Word, PowerPoint and Excel), training and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Plan and ensure successful implementation of the Health Facilities Board Act. Interface management with health orientated community organisations to ensure effective communication between services and the communities. Plan, coordinate, conduct and monitor effective capacity building programs and interventions for relevant role players. Responsible for the representation and marketing of the district health services at the relevant health orientated community organisations. Interact with district management, other components and colleagues of the rural health services platform, contributing to achieve objectives and targets, including the Western Cape on Wellness. Perform related comprehensive administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms AC Campbell, Tel. No: (022) 487-9263
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/159</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Office of the Director: Metro Health Services
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Labour Relations/ Human Resource Management/ Law. Experience: Appropriate experience in Labour Relations (LR). Inherent requirement of the job: A valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of Public Service Act, Public Service Regulations, prescript, Labour Relations, Human Resource Management and Conflict Management. Knowledge of appropriate labour legislation and of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Proven computer literacy in MS Office.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Handle misconduct matters and grievances matters. Implement measures in order to prevent labour unrest. Render advice on misconduct and grievance matters. Render a support service and represent the employer in dispute matters. Conduct investigations (misconduct, queries and disputes). Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.
<b><u>ENQUIRIES</u></b>	:	Ms R Mohamed, Tel. No: (021) 815-8693
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	17 April 2020
<b><u>POST 12/160</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR). Competencies (knowledge/skills): Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Computer literacy in MS Office and Internet. Conflict Management Skill. Excellent report writing and presentation skills. Knowledge and implementation of Labour Relations and people development and training standards and prescripts. The ability to communicate in at least two of the three official languages of the Western Cape. The ability to work under pressure and meet deadlines and to work as part of a team and independently as required. Understanding of relevant legislation pertaining to Labour Relations.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise management and Line management on all labour relations and people development policies, procedures and interventions. Interpret LR and HRD and Training policies and prescripts and manage/monitor the implementation thereof. Manage the coordination induction training and the coordination of all Interns. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all Labour Relations, HRD and Training forums, and other appropriate platforms and provide feedback/advice accordingly.
<b><u>ENQUIRIES APPLICATION NOTE CLOSING DATE</u></b>	:	Ms G Engelbrecht, Tel. No: (021) 503-5017 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications") No payment of any kind is required when applying for this post. 17 April 2020
<b><u>POST 12/161</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER</u></b> Directorate: People Practices and Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Head Office, Cape Town Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a HR environment. Competencies (knowledge/skills): Sound knowledge of Persal. Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Good written and verbal communication skills. Ability to think and plan pro-actively. Very good organisational and time management skills. Sound knowledge of applicable Human Resource policies, legislative guidelines, standards, procedures and applicable practices.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): The successful candidate will be responsible for the following: Supervise HR clerks to ensure effective functioning of the section. All aspects of Personnel and Salary Administration such as appointments, probation, transfers, OSD matters, allowances, RWOEE applications and declarations and assisting staff with completing of E-Disclosure. Assist with grievances/auditing of HR files, approve transactions on Persal, writing of submissions on HR matters and ensure that the HR matters are addressed according to HR instructions. Monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Administer discipline and oversee development and training of staff.
<b><u>ENQUIRIES APPLICATIONS NOTE CLOSING DATE</u></b>	:	Ms C Campher, Tel. No: (021) 483-4835 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications") No payment of any kind is required when applying for this post. 17 April 2020
<b><u>POST 12/162</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN CLINICAL ENGINEERING PRODUCTION (ELECTRONICS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: National Diploma in Electrical, Electronics or Clinical Engineering (T, N or S Stream) or registration as an Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000) proof must be submitted. Experience: Appropriate experience in the repair and maintenance of medical and related hospital equipment. Inherent requirement of the job: Ability to work with hand tools and electronic test equipment. Competencies (knowledge/skills): Knowledge of medical equipment. Ability to fault-find and repair electronic hospital equipment down to component level. Knowledge of, and ability to use of various tools (hand and power), including dedicated test equipment to carry out functions. Knowledge of health and safety requirements within a technical environment. Verbal and written communication skills in at least two of the official languages of the Western Cape. Computer literacy. Ability to resolve technical problems with accuracy.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Carry out maintenance and repairs of electronic hospital equipment. Perform acceptance and safety testing on equipment. Calibrate medical equipment. General administration duties as required by Clinical Engineering, write reports, specifications and keep records of departmental activities. Inter-act with hospital staff and private sector employees with regards to services and repairs. Handle general, everyday departmental queries.
<b><u>ENQUIRIES APPLICATIONS NOTE CLOSING DATE</u></b>	:	Mr L Van Niekerk, Tel. No: (021) 404-4402 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications"). No payment of any kind is required when applying for this post. 17 April 2020

**POST 12/163** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R256 905 per annum (PN-A2)  
Grade 2: R315 963 per annum (PN-A3)  
Grade 3: R383 226 per annum (PN-A4)

**CENTRE REQUIREMENTS** : 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 the Nursing Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Willingness to assist with accredited Healthcare Environment Inspectorate with practical examination assessments of students as required. Deputising for the Clinical Programme Coordinator: Nurse Training. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Outlook). Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005, including the new nursing qualifications as per National Qualifications Framework. Knowledge in Nurse Training.

**DUTIES** : (key result areas/outputs): Participate in the formal and informal clinical training, accompaniment and mentorship. Participate in personnel development and research. Facilitate the development and implementation of Orientation and Induction programmes in the Nursing Component. Active participation in, and support for, the hospital's continuous improvement initiatives. Offer professional support to Nursing Management, as delegated.

**ENQUIRIES APPLICATION NOTE** : Ms MW Holtman, Tel. No: (021) 860-2710  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 17 April 2020

**POST 12/164** : **ADMINISTRATION CLERK: FINANCE/ADMINISTRATION (2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R173 703 per annum

**CENTRE REQUIREMENTS** : Wesfleur Hospital  
Minimum Educational Qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Fees/Patient Administration environment. Competencies (knowledge/skills): Computer Literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, AR, BAS, Finance Instructions. Good Communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness.

**DUTIES** : (key result areas/outputs): Follow up on outstanding Hospital Fees Accounts in line with Hospital Fees Manual Chapter 18 and Finance Instruction. Collect revenue on outstanding hospital accounts. General fees administration and account related duties/enquiries. Check, debit and/or credit invoices as per UPFS and billing requirements. Daily cashing up and banking. BAS and AR Reconciliation. Pulling of patient folders and other medical records.

**ENQUIRIES APPLICATIONS** : Mr I Sebezela, Tel. No: (021) 571-8053  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 17 April 2020

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**CLOSING DATE** : 14 April 2020

**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

## OTHER POSTS

- POST 12/165** : **ACCOUNTING CLERK: CLEARANCES, REF NO: HS 16/2020**
- SALARY** : R173 703 per annum (Level 5)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with mathematics or accounting as a passed subject. Recommendations: Relevant experience in a financial accounting working environment. Competencies: Knowledge and understanding of the following: Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions and financial delegations; Public Service Act; Basic Conditions of Employment Act; National and Provincial Housing Act and Housing Code; Standard Chart of Accounts; Basic Accounting System (BAS); Communication (verbal and written) skills; Proven computer literacy in MS Office, Intranet and Internet; Numeracy skills; Database administration skills; Ability to interpret and apply legislation, policies, prescripts, regulations and codes.
- DUTIES** : Reconciliation between Basic Accounting System (BAS) and National Debtor System (NDS); Attend to daily enquiries from internal and external departmental clients; Clearance and monitoring of assets and liability accounts; Post office receipting reconciliation between Basic Accounting System (BAS), National Debtor System (NDS) and bank account.
- ENQUIRIES** : Mr LB Waites at Tel No: (021) 483 4574  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

## OTHER POSTS

- POST 12/166** : **PERSONAL ASSISTANT: CDW PROGRAMME, REF NO: LG 03/2020**
- SALARY** : R257 508 per annum (level 7)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate (or equivalent qualification); A minimum of 3 years' relevant experience in rendering support services to Senior Management. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Administration/Management; Procurement processes; Understanding of functioning, systems and processes of government; Human Resource Management; Good interpersonal and decision making skills; Written and verbal communication and presentation skills; Proven computer literacy in MS Office; Excellent organisational and time management skills; Organising, planning and report writing skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail; Customer service orientation.
- DUTIES** : Provide a secretarial/receptionist support service to the Senior Manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the managers with the administration of the budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
- ENQUIRIES** : Ms M Adams at Tel No: (021) 483 2864  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

## OTHER POSTS

<b><u>POST 12/167</u></b>	:	<b><u>INDUSTRIAL PSYCHOLOGIST, REF NO: DOTP 18/2020</u></b>
<b><u>SALARY</u></b>	:	R713 361 per annum (Grade 1: OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	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. Recommendations: Experience in an assessment-related environment conducting competency assessments for selection and development purposes and leadership development experience. 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; Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Professional Judgement; Conflict Management and Negotiation skills; Strong interpersonal and relationship building skills; Critical reasoning skills; Project Management and Change Management skills.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms L September at Lynn.september@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/168</u></b>	:	<b><u>DEPUTY DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES, REF NO: DOTP 22/2020</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (level 11) (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-degree or equivalent qualification) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years' management experience within an employee relations environment; A valid code B driving licence. Recommendations: Extensive knowledge of Labour Law. Competencies: Extensive knowledge of the following: Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human Resource Management; Financial Management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Act, Public Service Regulations, Employment Equity Act; Labour Relations Act as well as other relevant labour relations prescripts; Ability to do research, analyse, conceptualise, resolve conflict and problem solving; Excellent communication (written and verbal skills); Good computer literacy skills; Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Overall responsible for the following functions: Handle misconduct matters; Handle grievances matters; Implement measures in order to prevent labour unrest; Render advice on misconduct, grievance and employee relations matters; Manage disputes; Function as project manager and supervisor in respect of the following functions: Supervision; Unit operational planning; Participate in strategic planning; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system / process; Training and development.
<b><u>ENQUIRIES</u></b>	:	Ms R Patel at Tel No: (021) 483 5118
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/169</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT, REF NO: DOTP 28/2020</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (level 11) (All-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 5 years' experience in an Internal Audit and Governance environment of which 3 years must be management experience. Recommendations: Certified Internal Auditor (CIA) - IIA; A valid code B driving licence. Competencies: Knowledge of the following: Delegations in terms of the Public Service Act 1994, as amended and the Public Regulations, 2001 regarding staff matters; Public Finance Management Act, 1999 (PFMA) for financial matters; National Treasury Regulations; Provincial Treasury Instructions; Audit Practices: Strategic Planning and Management, Engagement Planning and Execution; Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Auditing (ISPPA); Government Principles; Risk Management; Internal Control System; Analytical thinking;

<b><u>DUTIES</u></b>	:	Client focus; Continuous learning; Developing others; Information gathering; Communication (written and verbal) skills; Ability to work independently and within a team.
	:	Develop an approved risk based Rolling 3 year Strategic and 1 year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Williams at Tel No: (021) 483 3724
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/170</u></b>	:	<b><u>APPLICATION DEVELOPMENT MANAGER: ECONOMIC/GOVERNANCE AND ADMINISTRATION, REF NO: DOTP 33/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (level 11) (All-inclusive salary package)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree; A minimum of 5 years' experience in a ICT environment of which 3 years must be middle management experience; A valid driving code B licence. Recommendations: Proven experience in the full System Development Life Cycle of Enterprise scale applications, managing developer team(s) and systems analysis at management level; Contract Management of software development services in the ICT sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.
<b><u>DUTIES</u></b>	:	Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E De Bruyn at Tel No: (021) 483 6634/3816
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/171</u></b>	:	<b><u>EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, REF NO: DOTP 20/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (B-Degree or higher qualification); A minimum of 3 years appropriate experience in the people development field. Recommendations: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Proven computer literacy and Communication (written and Verbal); Planning and organising skills; Assessment and moderation skills.
<b><u>DUTIES</u></b>	:	Develop training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Visagie at (021) 865 8028
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/172</u></b>	:	<b><u>RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 29/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree with a minimum of 3 years' risk management experience; A valid driving licence. Recommendations: Experience in the

		facilitation of risk identification and analysis workshops. Competencies: Extensive knowledge of ERM processes and techniques; Excellent communication skills (verbal and written) dealing with various levels of management; Analytical thinking.
<b><u>DUTIES</u></b>	:	Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Aaqelah Haq at Tel No: (021) 483 8318
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/173</u></b>	:	<b><u>CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT, REF NO: DOTP 34/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 9)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and coordination skills; Decision making skills; Communication (verbal and written) skills; Planning and organising skills; Conflict resolution skills.
<b><u>DUTIES</u></b>	:	Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Lategan at Tel No: (021) 483 6978
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/174</u></b>	:	<b><u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: ORGANISATION BEHAVIOUR, REF NO: DOTP 16/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 8)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience. Recommendations: A valid driving licence. Competencies: Knowledge of the the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Contract management; Monitoring and evaluation tools; Proven computer literacy; Communication (written and Verbal); Consulting and networking skills; Planning and organising skills; Ability to cope with pressures and setbacks; Persuading and influencing skills.
<b><u>DUTIES</u></b>	:	Develop relevant Employee Health and Wellness (EHW) governance and standards through conduct topic specific research, development of draft policies, standards and plans; Conduct topic specific research; Management of the Employee Health and Wellness (EHW) Project plans; Management of Employee Health and Wellness (EHW) advisory services; Communication and awareness of Employee Health and Wellness (EHW) services and programme.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F Gallie at <a href="mailto:Fatima.Gallie@westerncape.gov.za">Fatima.Gallie@westerncape.gov.za</a>
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/175</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING. REF NO: DOTP 23/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 8)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/Public Management; 1 year relevant experience; A valid code B driving licence. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with reference to the Public Service Act, Regulations, Labour Relations Act as well as other relevant Labour relations prescripts. Disciplinary and dispute resolution processes; Human Resource Management; Computer literacy in MS Office; Skills in: Communication (verbal and written); Planning and organising; Conflict resolution; monitoring, evaluation and reporting; Strong leadership and ability to display thought leadership in complex applications.
<b><u>DUTIES</u></b>	:	Render advice on misconduct and grievance matters; Do research regarding employee relations matters; Formulate, evaluate and monitor employee relations policy and procedures; Render an employee relations advisory service; Represent the employer in the collective bargaining process (preparation and support); Coordinate the employer functions originating from the bargaining council; Implement and monitor the application of collective agreements;

Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.

**ENQUIRIES APPLICATIONS** : Ms R. Patel at Tel No: (021) 483 5118  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/176** : **CHIEF SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT, REF NO: DOTP 36/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (level 7)  
Department of the Premier, Western Cape Government  
Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' experience in bid administration or a related environment. Recommendation: Working knowledge and experience of bidding processes. Competencies: Knowledge of the following: Procurement principles, prescripts and procedures; Proven Computer literacy (MS Office); Written and verbal communication skills; Excellent planning, organising, numeric and interpersonal skills; Ability to work under pressure and meet deadlines; Ability to work well within a team; Ability to multitask.

**DUTIES** : Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Ensure that the relevant logistics for meetings are facilitated; Compiling and placement of bid advertisements; Ensuring accurate and concise minute-taking; Verify requisitions as to the procurement process and delegations; Dealing with the bid opening process.

**ENQUIRIES APPLICATIONS** : Mr R Williams at Tel No: (021) 483 0598  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/177** : **ADMINISTRATION CLERK: FINANCE, REF NO: DOTP 17/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 5)  
Department of the Premier, Western Cape Government  
(Grade 12) Senior Certificate or equivalent qualification. Recommendation: Working knowledge and appropriate experience in a procurement system and basic accounting system. Competencies: Knowledge and understanding of the following: Logistic Information System (LOGIS) and Basic Accounting System (BAS); Proven computer literacy (MS Office packages); Planning and organising skills; Communication (written and verbal) skills; Ability to work under pressure; Ability to work in a team and individually.

**DUTIES** : Completing internal requisitions for the procurement of goods and services; Capture and complete requisitions on (Logistical Information System (LOGIS); Completing Basic Accounting System (BAS) source forms for the payment of goods and services and ensuring that same is processed within 30 days from receipt of the invoice; Following up on payments, orders and reconciling payments with orders; Administration and management of assets; Processing all source documents for air travel and accommodation and ensuring that it complies with the Departmental Subsistence and Traveling policy; Prepare and follow up procurement documents for payments Issue stock out of storeroom.

**ENQUIRIES APPLICATIONS** : Mr E Plaatjies at Tel No: (021) 865 8051  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/178** : **HR CLERK: LEAVE ADMINISTRATION, REF NO: DOTP 24/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 5)  
Department of the Premier, Western Cape Government  
Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) experience. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills; Planning and organising; Problem solving skills; Research skills.

**DUTIES** : Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence: Conducting of leave audits; Processing of leave audits and discounting; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.

**ENQUIRIES APPLICATIONS** : Ms Z Sanglay at Tel No: (021) 483 4805  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/179** : **HR CLERK: SERVICE BENEFITS, REF NO: DOTP 31/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 5)  
Department of the Premier, Western Cape Government  
Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative

framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

**DUTIES** : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with CRU managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

**ENQUIRIES APPLICATIONS** : Ms F Solomons at Tel No: (021) 483 3307  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/180** : **GROUNDSMAN: FACILITIES REF NO: DOTP 19/2020**

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 2)  
: Department of Premier, Western Cape Government  
: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Recommendation: Working knowledge of terrain work maintenance and handy man tasks; Drive the tractor or other vehicles when needed. Competencies A good understanding of terrain work, sewage systems, pipes and irrigation systems; Planting of trees, flowers, grass and other plants; Handling of gardening equipment; Basic literacy; Communication skills; Interpersonal skills; Writing skills; Mechanical skills.

**DUTIES** : Maintenance of grounds (terrain); Assist with the preparation of training venues for functions and courses; Checking of serviceability of machinery and equipment; Maintenance of sewerage system; Managing the water levels of the reservoir; Perform handy man tasks on the grounds.

**ENQUIRIES APPLICATIONS** : Mr M Litshi at Tel No: (021) 865 8039  
: Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, [info@westerncapegov.com](mailto:info@westerncapegov.com). Applications not submitted on or before the closing date as well as faxed copies will not be considered

**NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

**CLOSING DATE** : 20 April 2020

#### DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE NOTE** : 14 April 2020  
: 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 12/181** : **SOCIAL WORKER: SOCIAL WORK SERVICES (HESSEQUA), REF NO: DSD 15/2020**

**SALARY** : Grade 1: R257 592 – R298 614 per annum  
Grade 2: R316 794 – R363 801 per annum  
Grade 3: R384 228 – R445 425 per annum  
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression,



discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms K Jobela at Tel No: (044) 690 3943  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/182** : **SOCIAL WORKER: SOCIAL WORK SERVICES, REF NO: DSD 24/2020**

**SALARY** : Grade 1: R257 592 – R298 614 per annum  
 Grade 2: R316 794 – R363 801 per annum  
 Grade 3: R384 228 – R445 425 per annum  
 Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Mentor social workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms V Swartz at Tel No: (021) 483 7961  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/183** : **PROFESSIONAL NURSE: CLANWILLIAM PROFESSIONAL SERVICES, REF NO: DSD 25/2020**

**SALARY** : Grade 1: R256 905 - R297,825 per annum  
 Grade 2: R315 963 - R362 865 per annum  
 Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC

as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: A valid code B driving licence; Previous experience at youth facility based nursing; Ability to work as part of a Professional Support Team; Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Ms M Jonkerman at Tel No: (021) 865 2634  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/184** : **COMMUNITY DEVELOPMENT PRACTITIONER: SUSTAINABLE LIVELIHOOD REF NO: DSD 31/2020 (3 POSTS AVAILABLE)**

**SALARY CENTRE REQUIREMENTS** : Grade 1 – 3: R217 659 – R432 459 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: An appropriate three-year tertiary qualification. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES APPLICATIONS** : Mr L Arnolds at Tel No: (021) 483 6657  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/185** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF. NO: DSD 32/2020 (3 POSTS AVAILABLE)**

**SALARY CENTRE REQUIREMENTS** : Grade 1 – 3: R217 659 – R432 459 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: An appropriate three-year tertiary qualification. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES APPLICATIONS** : Mr T Majela at Tel No: (021) 483 2524  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/186** : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES REF NO. DSD 23/2020(5 POSITIONS AVAILABLE AT VARIOUS STATIONS)**

**SALARY** : Grade 1: R199 188 per annum, (OSD as prescribed).

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Social Development, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years' appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.
<b><u>DUTIES</u></b>	: Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms M Jonkerman at Tel No: (021) 865 2634 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/187</u></b>	<b><u>STAFF NURSE: ROAR PROFESSIONAL SERVICES, REF NO: DSD 30/2020</u></b>
<b><u>SALARY</u></b>	: Grade 1: R171 381 - R192 879 per annum : Grade 2: R204 627 - R230 307 per annum : Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Social Development, Western Cape Government : <b>Grade 1:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. <b>Grade 2:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
<b><u>DUTIES</u></b>	: Development and implementation of basic patient care plans will entail: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care will entail: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources will entail: Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self-development will entail: Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms M Jonkerman at Tel No: (021) 865 2634 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/188</u></b>	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 12/2020 (3 POSTS AVAILABLE)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R148 215 – R166 830 per annum : Grade 2: R176 982 – R199 188 per annum : Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Social Development, Western Cape Government : <b>Grade 1:</b> 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; A valid code B driving licence. or <b>Grade 2:</b> 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; A valid code B driving licence; or <b>Grade 3:</b> 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES APPLICATIONS** : Mr D Nghonyama at Tel No: (044) 272 8977  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/189** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 14/2020 (2 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
: Grade 2: R176 982 – R199 188 per annum  
: Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: **Grade 1:** 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; A valid code B driving licence. or **Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES APPLICATIONS** : Ms K. Jobela at Tel No: (044) 690 3943  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/190** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2020 (7 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
Grade 2: R176 982 – R199 188 per annum  
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : **Grade 1:** 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; A valid code B driving licence. or **Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Ms M. Harris at Tel No: (2721) 001 2145

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/191** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 34/2020(5 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
Grade 2: R176 982 – R199 188 per annum  
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : **Grade 1:** 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; A valid code B driving licence. or **Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge

management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Mr E October at Tel No: (021) 832 0731  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/192** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO. DSD 35/2020 (7 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
Grade 2: R176 982 – R199 188 per annum  
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** 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; A valid code B driving licence. or **Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Mr K Brink at Tel No: (021) 001 2674  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/193** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 36/2020(3 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
Grade 2: R176 982 – R199 188 per annum  
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** 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; A valid code B driving licence. or

**Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES** : Ms M Arendse at Tel No: (023) 348 5300  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/194** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES, REF NO: DSD 37/2020 (3 POSTS AVAILABLE)**

**SALARY** : Grade 1: R148 215 – R166 830 per annum  
 Grade 2: R176 982 – R199 188 per annum  
 Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** 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; A valid code B driving licence. or **Grade 2:** 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; A valid code B driving licence; or **Grade 3:** 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; A valid code B driving licence. Competencies: Knowledge of information and knowledge management; Protocol and professional ethics; 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); 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.

<b><u>DUTIES</u></b>	:	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; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Nell at Tel No: (027) 213 2096 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/195</u></b>	:	<b><u>CENTRE MANAGER: SIVUYILE MANAGEMENT, REF NO: DSD 21/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11) (All-inclusive salary package) Department of Social Development, Western Cape Government Appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher qualification); A minimum of 3 years' management level experience in a secure care/residential care, disability or related environment; A valid driving licence. Competencies: Knowledge of the following: Disability regulatory framework; Analytic, diagnostic, assessment tools, evaluation; Methods and processes (Social Worker); Human Resource Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Disability sector; Organising and planning skills; Project planning skills; Psycho social intervention skills; Communication, presentation and facilitation skills; Proven computer literacy skills; People management practices; Conflict management skills; Interpersonal skills; Report writing; A highly developed interpretive and conceptualization / formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances.
<b><u>DUTIES</u></b>	:	Effective service delivery in terms of National, Provincial frameworks and international accords/models for residential care including disability; Implementation of National/ Provincial Norms and Standards for residential care and inpatient treatment centres; Disability centres; Ensuring effective, efficient and economic use of appropriated funds and physical resources; Effective management of Human Resources; Operational Management of the Facility.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Jordan at Tel No: (021) 483 2197 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/196</u></b>	:	<b><u>COMMUNICATIONS OFFICER: COMMUNICATION, REF NO: DSD 28/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (level 8) Department of Social Development, Western Cape Government An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience; A valid code B driving licence. Recommendation: Proven experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Copywriting and photography. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven computer literacy in MS Office; Communication skills (written, verbal and editing) skills; Ability to interpret and apply relevant policies and procedures; Problem solving skills; Organising; Analytical thinking; Project management; Research.
<b><u>DUTIES</u></b>	:	Design and implement brand awareness campaigns; Develop and maintain a style guide for the Department aligned with the Provincial and National style guides; Design and roll out below-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Maintain the Departmental website; Publish the Strategic Plan and Annual Performance Plan in collaboration with the Sub-directorate Business Planning and Policy Coordination; Publish the Annual Report in collaboration with the Sub-directorate Business Planning and Policy Coordination; Develop and publish the Citizen's Report in collaboration with the Sub-directorate Business Planning and Policy Coordination; Provide a media liaison service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Lewis at (021) 483 5445 Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/197</u></b>	:	<b><u>CUSTOMER CARE OFFICER: CUSTOMER CARE (METRO EAST), REF NO: DSD 38/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (level 8) Department of Social Development, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant administrative experience. Recommendation: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or Debriefing; Experience in HR, Financial administration or Social Welfare. Competencies: Knowledge of the following: Client care and information management; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Relevant policies and acts; Management; Human



		Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Proven computer literacy; Communication (verbal and written) skills.
<b><u>DUTIES</u></b>	:	Provide mechanisms and procedures for dealing with customer complaints: Develop a customer care implementation plan for the region in line with the Department implementation framework; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms WR Mehl at Tel No: (021) 812 0978
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/198</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMIN (SIVUYILE), REF NO: DSD 27/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Smith at Tel No: (021) 940 8961
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/199</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMIN (OUTENIEKWA), REF NO: DSD 29/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Nicholas at (044) 803 7508
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 12/200</u></b>	:	<b><u>ADMINISTRATION CLERK: SUSTAINABLE LIVELIHOOD, REF NO: DSD 33/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (level 5)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Arnolds at Tel No: (021) 483 6657
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

<b><u>POST 12/201</u></b>	:	<b><u>LAUNDRY SUPERVISOR: ADMIN (VREDELUS) REF NO: DSD 18/2020</u></b>
<b><u>SALARY</u></b>	:	R145 281 per annum (Level 4)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate (or equivalent qualification). Recommendation: Laundry work related experience. Competencies: A basic understanding of the following: Machinery; Laundry guidelines/protocols; Environmental, health and safety standards; Written and verbal communication skills; Literacy skills; Interpersonal skills; Numeracy skills; Supervisory skills.
<b><u>DUTIES</u></b>	:	Supervise laundry operations: Check and verify laundry machine functioning; Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Identify and send linen for mending; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental/health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise provision of laundry services; Develop allocation schedules of duty roster.
<b><u>ENQUIRIES</u></b>	:	Ms C Du Preez at Tel No: (021) 931 0233
<b><u>APPLICATIONS</u></b>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, <a href="mailto:info@westerncapegov.com">info@westerncapegov.com</a> . Applications not submitted on or before the closing date as well as faxed copies will not be considered
<b><u>NOTE</u></b>	:	To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<b><u>CLOSING DATE</u></b>	:	20 April 2020
<b><u>POST 12/202</u></b>	:	<b><u>HOUSEHOLD AID: ADMIN (VREDELUS) REF NO: DSD 17/2020</u></b>
<b><u>SALARY</u></b>	:	R102 534 per annum (Level 2)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Competencies: A good understanding of the following: Infection control; Hygiene regulations; Universal precautionary measures; Communication skills; Writing skills.
<b><u>DUTIES</u></b>	:	Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas of the building, including all toilets clean tidy (this includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate); Clean kitchen utensils and equipment; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers.
<b><u>ENQUIRIES</u></b>	:	Ms C Du Preez at Tel No: (021) 931 0233
<b><u>APPLICATIONS</u></b>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, <a href="mailto:info@westerncapegov.com">info@westerncapegov.com</a> . Applications not submitted on or before the closing date as well as faxed copies will not be considered
<b><u>NOTE</u></b>	:	To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<b><u>CLOSING DATE</u></b>	:	20 April 2020
<b><u>POST 12/203</u></b>	:	<b><u>GENERAL WORKER/GROUNDSMAN: ADMIN (LINDELANI), REF NO: DSD 19/2020</u></b>
<b><u>SALARY</u></b>	:	R102 534 per annum (Level 2)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2). Competencies: A good understanding of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance/care of cleaning equipment; Communication skills; Basic literacy skills; Ability to work in a garden and handle equipment.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load/Offload furniture, equipment and any other goods to relevant destinations; Assist with building maintenance; Maintain premises and surrounding; Cleaning kitchens and restrooms; Keep and maintain cleaning materials and equipment; Maintain the garden and grounds.
<b><u>ENQUIRIES</u></b>	:	Ms D Baugaard at Tel No: (021) 826 5972
<b><u>APPLICATIONS</u></b>	:	Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government

**NOTE** : Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, [info@westerncapegov.com](mailto:info@westerncapegov.com). Applications not submitted on or before the closing date as well as faxed copies will not be considered  
 To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.  
**CLOSING DATE** : 20 April 2020

**POST 12/204** : **HOUSEHOLD AID: ADMIN (LINDELANI), REF NO: DSD 26/2020**

**SALARY** : R102 534 per annum (Level 2)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET level 2).  
 Competencies: A good understanding of the following: Infection control; Hygiene regulations; Universal precautionary measures; Communication skills; Writing skills.

**DUTIES** : Provide housekeeping and cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning; Removal of garbage disposal; Keeping all areas of the building, including all toilets clean tidy (this includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate); Clean kitchen utensils and equipment; Provide safeguarding and maintenance services: Store all cleaning equipment and products neatly in the designated cupboards; Implement simple security measures such as locking doors and closing windows; Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity; Ensure simple maintenance repairs that do not need professional help are performed promptly by the service officers.

**ENQUIRIES** : Ms D Baugaard at (021) 826 5972  
**APPLICATIONS** : Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, [info@westerncapegov.com](mailto:info@westerncapegov.com). Applications not submitted on or before the closing date as well as faxed copies will not be considered

**NOTE** : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.  
**CLOSING DATE** : 20 April 2020

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. 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 12/205** : **PROJECT ADMINISTRATOR: INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEM EDUCATION, REF NO: TPW 44/2020**

**SALARY** : R257 508 per annum (Level 7)  
**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 in a project or related environment. Recommendation: Information Management/Technology training and experience. Competencies: Knowledge of the following: Project management principles and processes for providing support; Proven computer literacy (MS Office); Excellent Communication (written and verbal) skills; Good interpersonal and problem solving skills.

**DUTIES** : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.

**ENQUIRIES** : Mr C Croeser at Tel No: (021) 483 2848

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/206** : **ADMINISTRATION CLERK: ROAD DESIGN (2 POSTS AVAILABLE), REF NO: TPW 45/2020**

**SALARY** : R173 703 per annum (level 5)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Road Network Management, Department of Transport and Public Works or support departments. Competencies: Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.

**DUTIES** : 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 Human Resource documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation.

**ENQUIRIES** : Ms M Hofmeyr at Tel No: (021) 483 3999  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### PROVINCIAL TREASURY

**CLOSING DATE** : 14 April 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 08:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### OTHER POSTS

**POST 12/207** : **DEPUTY DIRECTOR: CHARTERED ACCOUNTANTS INTERNSHIP PROGRAMME, REF NO: PT 10/2020**

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours degree in financial accounting; Qualified CA (SA); Completed Articles; A minimum of 6 years' relevant experience. Recommendations: Experience of running a similar independent SAICA accredited office. Competencies: Knowledge of the following: SAICA training regulations; Policy development; Financial norms and standards; Financial management and budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Procurement policies/procedures/contract management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Analyse and develop frameworks and policies; Maintain policy; Manage stakeholder relationships; Manage relationships and serve as interface between stakeholders such as National Treasury, South African Institute of SAICA and training sites; Manage the training programme; Advise training sites on compliance with SAICA training regulations; Oversee administrative support functions; Register trainee contracts with SAICA and coordinate the SAICA trainee contracts and requirements; Staff management; Mentor and coach team members; Co-ordinate transversal training and capacitation strategy.

**ENQUIRIES** : Mr A Hardien at Tel No: (021) 483 4550  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 12/208** : **FINANCIAL ASSET MANAGER: LOCAL GOVERNMENT CASH MANAGEMENT, REF NO: PT 09/2020**

**SALARY** : R733 257 per annum (level 11) (All-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in Finance, Accounting or Economics; A minimum of 3 years management experience in municipal finance and cash management or similar environment; A valid code B driving license and willingness to travel as required. Recommendations: Experience in investment management, cash management, money/capital markets and liabilities management. Competencies: Ability to take long term view and acts as a catalyst for organisational change; Builds a shared vision with others and influences others to translate vision into action; Deals effectively with pressure, maintains focus, remains optimistic and meet deadlines; Excellent communication skills (written and

**DUTIES**

verbal); Attention to detail and good interpretation of numbers, graphs and financial reporting; Research and strategic planning skills.

: Overseeing the municipal Cash Flow Management processes within the municipalities in the province; Overseeing and managing municipal borrowing requests including financial viability assessments of municipal borrowing requests; Ensuring compliance with MFMA prescripts regarding Cash Management; Development of policy framework to guide Municipal Cash Management; Human Resource Management; Conduct and oversee municipal visits regarding Cash Management.

**ENQUIRIES**

: Dr N Nleya at Tel No: (021) 483 6707

**APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>