



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 17 OF 2019**  
**DATE ISSUED: 17 MAY 2019**

### **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.

**AMENDMENT** : **DEPARTMENT OF AGRICULTURE FORESTRY AND FISHERIES:** Kindly note that all SMS posts advertised in Public Service Vacancy Circular 16 dated 10 May 2019, have been withdrawn. Enquiries: Ms M K Kgang Tel No: (012) 319 7333.

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## DEPARTMENT OF ARTS AND CULTURE

*The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.*



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 31 May 2019 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

## OTHER POST

- POST 17/01** : **SENIOR SECRETARY: OFFICE OF CHIEF DIRECTOR: CULTURAL DEVELOPMENT REF NO: 11/DAC//2019**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or National diploma and 1 – 2 years' relevant work experience in rendering administration support services to a senior manager or a Senior Certificate and a minimum of 3 – 5 years' experience in rendering secretarial/administration support services to a senior manager, Knowledge and understanding of the Public Service systems/legislation/ policies/prescripts, Knowledge and understanding of the PFMA, Knowledge and understanding of the Supply Chain Management procedures and processes, Knowledge and implementation of the Batho Pele Principles, Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage), Knowledge of the LOGIS system would be an advantage, Excellent communication skills (written and verbal), Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner, Ability to work independently and without supervision, Ability to multi-task while working under pressure, Ability to solve problems creatively and practically, Highly organised and able to handle the diary of the Chief Director.

**DUTIES**

: The successful candidate will provide secretarial/receptionist support service to the senior manager this will, inter alia, entail the following: receives telephone calls and use own discretion to decide to whom the call should be forwarded, manage the diary of the senior manager and exercises discretion in taking decisions on the schedule of the senior manager, performs advanced typing work, operates and ensures that office equipment, e.g. fax, machines and photocopier are in good working order, provide advanced clerical support service to the manager(s) and/or component, liaise with travel agencies to do travel arrangements, do quality control and assist in planning the itinerary efficiently and effectively, arrange meetings, workshops and events for the manager and other staff of the Unit, identify venues, invite role players, organise refreshments and ensures that all the relevant documents are available, processes the travel and subsistence claims of the manager/unit, processes all invoices and other documents that emanate from the activities of the manager/unit, prepares agendas, programmes and records minutes of meetings of the manager and the unit as far as capacity allows, drafts allocated correspondence and reports, do filing of documents for the manager and other staff of the unit, administers matters like leave registers and telephone accounts, receives, records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit, collects and/or coordinate information for the manager as required, peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting, obtain quotations for the procurement of non-store items, remains abreast with the procedures and processes that apply in the office of the manager, collect and coordinate all the documents that relates to the budget, obtain the necessary signatures on documents like procurement advices and monthly salary reports, distribute documents like salary advices and IRP5 in the work environment.

**ENQUIRIES**

: Ms P Mulaudzi Tel No: 012 441-3430

## DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Thubane
- CLOSING DATE** : 07 June 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 17/02** : **DEPUTY DIRECTOR (PROJECT MANAGERS SCHOOL IMPROVEMENT SUPPORT) REF NO: DBE/31/2019 (X3 POSTS)**  
(12 Months fixed contract)  
Branch: Planning and Delivery Oversight Unit  
Chief Directorate: Implementation Monitoring and Support/Delivery Specialist
- SALARY CENTRE** : R733 257 per annum (All-Inclusive remuneration package)  
Eastern Cape  
KwaZulu-Natal  
Limpopo
- REQUIREMENTS** : A Bachelor's degree or a three year relevant post matric qualification (NQF level 6), with four (4) years relevant experience at supervisory/middle managerial level. A post graduate degree will be an added advantage. A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector. Have knowledge of research methodology and keep up with changing trends in education. Experience as Deputy Principal or Principal, or other relevant management experience. Three (3) years' experience in the implementation and management of school improvement support initiatives. Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers. Sound analytical skills. A valid Code 8 drivers' license. Report writing and presentation, including MS PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook). Ability to meet targets and work independently without supervision. Willingness to work extensive hours and be prepared to travel. Possession of own transport that is capable of reaching schools in harsh road conditions. A passion to making a positive contribution to South African education.
- DUTIES** : Under the supervision of the DBE, the incumbent will liaise with district officials, especially district directors and circuit managers; compile and present progress, quarterly and annual reports on programmes undertaken; compile, edit and consolidate reports; analyse reports to identify emerging trends within districts and circuits; make recommendations for further improvement and development; supervise, mentor and coach a team of school improvement support officials; perform any other functions (duties) as deemed appropriate from time to time by

the Director; plan for and conduct meetings with their provincial teams; provide feedback and support where necessary.

**ENQUIRIES** : Ms M Thubane Tel No: 012 357 3297 or Mr A Tsamai Tel No: (012) 357 3321.  
**NOTE** : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

**POST 17/03** : **ASSISTANT DIRECTOR (SYSTEMS ADMINISTRATION, RESEARCH AND DATA PROCESSING REF NO: DBE/32/2019)**  
(12 Months fixed contract)  
Chief Directorate: Implementation Monitoring and Support/Delivery Specialist

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or a three year relevant post matric qualification (NQF level 6) with three (3) years relevant experience. In-depth understanding of the South African educational context. Advanced computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook). Experience in carrying out research and analysis of data. Good knowledge of different programmes and methods to analyse qualitative and quantitative data. Excellent writing and presentation skills. Ability to work with a team and under pressure to meet deadlines.

**DUTIES** : The incumbent will align research findings with educational practices; conduct desktop research on different subjects; manage data capturing and organise data for statistical analysis; conduct quantitative data analysis and perform any other functions as deemed appropriate by the Director within the ambit of the labour law.

**ENQUIRIES** : Ms M Thubane Tel No: 012 357 3297 or Mr A Tsamai Tel No: (012) 357 3321.  
**NOTE** : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance. The Department of Basic Education (DBE) has measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications for a suitably qualified individual to be appointed as a Systems Administrator.

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

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

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted.
- CLOSING DATE** : 31 May 2019. 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 a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. 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.

**OTHER POSTS**

- POST 17/04** : **DEPUTY DIRECTOR: RESOURCE INFORMATION MANAGEMENT REF NO: CSP/04/2019**
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum  
: Pretoria  
: Bachelor Degree/ Diploma in Library Science, Information Management or Knowledge Management, Informatics/ Research or relevant qualifications. 5 years' experience in Knowledge and Information Management of which 3 years must be at management/ supervisory level (ASD). Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Public Service Act, Public Service Regulations, Public Finance Management Act. Knowledge of information management procedures, processes, policies and standards. Policy and research structures. Promotion of Access to Information Act and National Archives and Records Services of South Africa Act. Computer literacy, communication (verbal & written) skills, presentation skills, project management and facilitation skills. Planning and organising skills, team leadership, problem solving and decision making.
- DUTIES** : Management and safeguarding of Resources Information Materials. Develop Resource Information Management's, Manage fully functional resource centre and access to information for the department. Develop and maintain proper document and security measures within the resources centre. Manage the collection of audio-visuals material on policing matters, develop and maintain electronic knowledge centre. Management of Research and information. Manage Enterprise Content Management System, collect and summarize provincial research reports in order

to compare provincial best practices on policing and crime prevention models. Collection of data for research purposes, conduct research, compile research reports and analyse research data. Present research findings to internal and external stakeholders including Devcomm and SAPS. Management of Knowledge and Information. Develop and implement knowledge management strategy and Policy, develop mechanisms and structures for sharing of knowledge in the department, work with civil society to document best practice of community crime prevention models. Develop methods, practices and systems to harvest knowledge and use appropriate information systems to manage or disseminate knowledge/information. Collaborate with key internal and external stakeholders in violence and crime prevention to enable knowledge sharing and dissemination and to document best practice. Ensure implementation of records management programs. Maintains administrative controls to ensure adequate physical security resource centre, reviews materials selection and assists in collection development. Manage the production and publication of the department newsletter and develop catalogues. Manage service at the Information Desk, including reference and reader's advisory services. Provide effective record management services. Management of Resources. Provision of physical resources, provision of human resources and provision of financial resources.

- ENQUIRIES** : Mr BK Shiphamele / Ms NM Sefiti Tel No: (012) 321 0638
- POST 17/05** : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: CSP/05/2019 (X2 POSTS)**  
5 Months Contract
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum plus 37%  
: Pretoria  
: National Diploma or Bachelor's Degree in Communications/ Journalism/ Public Relations/ Events Management/ Media or equivalent qualification. 3-5 years' relevant working experience in communication field. Knowledge of brand management and publicity in an organization, knowledge of manage or branding events and agencies. Knowledge of the Government Communication Strategy and knowledge of Government prescripts. Experience in controlling information technology budget. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations. Public Finance Management Act. Problem solving and decision making, team leadership. Computer literacy, communication (verbal & written) skills, presentation skills, project management skills, planning and organizing skills. Managing interpersonal conflict and resolving problems. Networking and building bonds. Drivers License. Intense travelling and driving long distance across the county.
- DUTIES** : Render marketing and branding services. Facilitate the development of branding initiatives, internal communications and external media relations. Work as graphic designer on various products as per brief. Provide internal communication support (inc. design, editing, online support and report/article writing, comprehensive briefs to photographers. Provide photography and video for the department. Edit photographs, write captions and send them to relevant media platforms. Prepare equipment and make all technical and logistical arrangement for shoots. Develop and Lead on Stakeholder Programme. Oversee the department ongoing advertising strategies and develop key messages and themes.
- ENQUIRIES** : Ms NM Sefiti / Mr K Shiphamele Tel No: (012) 321 0638/ (012) 393 2500
- POST 17/06** : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: CSP/02/2019 (X3 POSTS)**
- SALARY** : Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
- CENTRE REQUIREMENTS** : Pretoria  
: Applicants must be in possession of a graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Information Communication



Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.

**DUTIES**

: The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.

**ENQUIRIES**

: Ms L Maisela Tel No: (012) 393 1916/ 012 321 0638

**NOTE**

: The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as members of the Audit and Risk Committee. Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.

## DEPARTMENT OF DEFENCE

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



- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)
- CLOSING DATE** : 31 May 2019@ 16h00
- NOTE** : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services 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 etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than three months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, 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 regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POSTS

- POST 17/07** : **ASSISTANT DIRECTOR REF NO: CFO 19/2/1**  
Finance Management Division  
Chief of Finance SANDF
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : SA Air Force Budget Management Office, Pretoria
- REQUIREMENTS** : Minimum requirements: A three year Degree/National Diploma in Finance/Accounting. A minimum of three (3) years relevant working experience in the budget management environment, at a level of Senior State Accountant or

equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD)/Public Service or Private Sector. Hands-on experience and good working knowledge of Financial Management Systems (FMS)/BAS or any other Financial System will be an added advantage. Ability to analyze and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (PowerPoint). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

**DUTIES** : Executing of all SA Air Force budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure of the Air Defence Programme through development of IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWR's). Facilitate the Financial Authorization (FA) process in the SA Air Force. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI's) in respect of potential irregularities and compilation of reports to the SA Air Force. Compile delegations with regard to the management of essential resources in the SA Air Force. Monitor the SA Air Force in-year expenditure trends and advise on methods to address deviations. Provision of Budget Control inputs to SA Air Force in preparations of the attendances to Councils and Committees. Attendance of the SA Air Force Budget Control Committee meetings and the DOD Budget Control workgroup meetings. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinates or personnel. Managing and supervising all resources resorting under control of this post.

**ENQUIRIES** : Mr. S.R. Molekwa Tel No: (012) 312-2209

**POST 17/08** : **SENIOR STATE ACCOUNTANT REF NO: CFO 19/2/2**  
 Financial management Division  
 Chief Directorate Accounting  
 Directorate Stores, Services and Related Payments (DSSRP)

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : FASC Lenz, Johannesburg  
**REQUIREMENTS** : Minimum requirement: Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages that includes MS Word, Excel and Power Point. Thorough knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Personal attributes: Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

**DUTIES** : Manage the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow ups where required. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

**ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892

**POST 17/09** : **FINANCE CLERK SUPERVISOR REF NO: CFO 19/2/3**  
Financial Management Division  
Directorate Stores, and Services and Related Payments

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Financial Accounting Service Centre, FASC Bloemfontein  
**REQUIREMENTS** : Minimum requirement: Grade 12 certificate plus B Degree or three (3) years National Diploma with finance/accounting related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (3) years relevant experience. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Knowledge: Thorough knowledge of contract management or State Tender Board regulations, supply chain management process, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Must be computer literate (MS Word, Spread Sheets and Power Point). Thorough knowledge of programs utilised in the DOD, Public Service and Private Sector including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial related system. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in terms of State contracts. Thorough knowledge of the financial and accounting processes. Must be knowledgeable with Human Resource Management (people management) practices. Well-developed verbal and written communication skills with good inter-personal skills. Personal attributes: Orientated towards teamwork, receptive to work-related suggestions/ideas. Positive, loyal, creative, trustworthy. No criminal record. In possession of a valid RSA/Military driver's license and willing to travel extensively on a regular basis. Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalisation and able to effectively function under pressure. The successful candidate will be required to complete all relevant courses.

**DUTIES** : Assisting the Senior State Accountant (FASC Manager) with the following responsibilities: Managing the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts and make follow ups where required. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of through control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and material resorting under control of the FASC. Timely finalization of all audit queries. Managing and safekeeping of all related accounting documentation.

**ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892

- POST 17/10** : **FINANCE CLERK (X2 POSTS)**  
 Financial Management Division  
 Chief Directorate Accounting  
 Directorate: Stores, Services and Related Payments (DSSRP)
- SALARY CENTRE** : R173 703 per annum (Level 05)  
 : Finance Accounting Service Centres (FASCs):  
 FASC Garrison Ref No: CFO 19/2/4A  
 FASC MOD Ref No: CFO 19/2/4B
- REQUIREMENTS** : Minimum requirement: Grade 12 certificate with finance/accounting related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and Power Point). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantages: Post Matric qualification in Finance. A minimum of one year relevant experience. A valid RSA/Military driver's license.
- DUTIES** : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.
- ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892
- POST 17/11** : **FINANCE CLERK REF NO: CFO 19/2/5**  
 Finance Management Division, Chief Directorate Accounting  
 Directorate Personnel Payments (S&T sub-section)
- SALARY CENTRE** : R173 703 per annum (Level 05)  
 : Pretoria
- REQUIREMENTS** : Minimum requirement: Grade 12 certificate with finance/accounting related subjects. Sound reasoning, mathematical abilities. Knowledge of Computer literacy (MS Word and Excel). Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work related suggestions/ideas decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantages: Post Matric qualification in Finance. A minimum of one year relevant experience.
- DUTIES** : Administration of Foreign S&T claims, scheduling appointments and receiving foreign S&T claims, registering and distributing claims to the relevant clerks/sections, reconciling of foreign S&T claims according to the prescribed policies. Compiling and capturing of journals. Managing suspense accounts. Administration of persol transactions. Handle enquiries pertaining to foreign S&T.
- ENQUIRIES** : Ms T. Tshioma Tel No: (012) 392 2245

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## OTHER POSTS

- POST 17/12** : **SCIENTIST PRODUCTION GRADE A-C: PHYSICAL OCEANOGRAPHY REF NO: (OC11/2019)**
- SALARY** : R618 732 – R939 621 per annum (All inclusive remuneration package, conditions apply)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate recognized Hons Degree in Natural Sciences or Physical Oceanography or in Engineering or equivalent qualification, plus three (3) to six (6) years relevant post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist (must provide certified copy of Registration Certificate, or proof of recent application for registration plus payment for such). Experience in project management and supervision of technical teams. Extensive experience in ocean data analysis, product development, and data management on Linux infrastructure and use of open-source software; expertise scientific data formats and in the configuration and deployment of scientific data dissemination packages such as OPeNDAP and THREDDS. A proven track record of relevant research and development output including mentoring. Proven data management expertise, knowledge of data repository standards and data policy, and team leadership abilities. The following would be an added advantage: Knowledge and experience in oceanographic data processing and formats and thorough understanding of ocean and coastal data types. The successful incumbent will be expected to demonstrate proficiency in Linux systems on the command line and be conversant with open-source software and data policy.
- DUTIES** : Lead the implementation and development of the Marine Information Management System. Participate in the research and development of new ocean information products; lead in the selection and prioritisation of products to be derived from the system. Maintain, develop and implement methodologies, systems and procedures related to ocean information systems including data storage and computing resources, software, processing chains, and standard operating procedures for an ISO-16363 accredited data repository. Manage the intake into the system of oceanographic data produced from various fixed and moving platforms. Develop skills, mentor and supervise staff and students. Participate in local, regional and international repository programs. Supervise research and development projects relating to the repository.
- ENQUIRIES** : Mthuthuzeli Gulekana Tel No: 021 819 5022 / Jimmy Khanyile Tel No: 021 819 5007
- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- FOR ATTENTION NOTE** : Human Resources  
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.

**CLOSING DATE** : 03 June 2019

**POST 17/13** : **SCIENTIST PRODUCTION GRADE A-C: PHYSICAL OCEANOGRAPHY REF NO: (OC12/2019)**

**SALARY** : R618 732 – R939 621 per annum (All inclusive remuneration package, conditions apply)

**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognized Hons Degree in Natural Sciences or Physical Oceanography or in Engineering or equivalent qualification, plus three (3) to six (6) years relevant post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist (must provide certified copy of Registration Certificate, or proof of recent application for registration plus payment for such). Extensive experience in the conduct of oceanographic research, ocean data analysis, and a history of working with oceanographic institutions and researchers focusing on the southern African region. Competency with scientific data processing and international standards for data quality and formats. Experience in project management and team leadership. A proven track record of relevant research and development output including mentoring. The following would be an added advantage: Familiarity with operational ocean product development. The successful incumbent will be expected to demonstrate familiarity with the physical oceanography of the region and competency working on a Linux system.

**DUTIES** : Lead in the identification and prioritization of key oceanographic questions of significance to the country; formulate and develop research projects and programmes to answer these. Participate in the research and development of new ocean information products; assist in the selection and prioritisation of products to be generated. Maintain, develop and implement methodologies, systems and procedures related to ocean monitoring and research, and standard operating procedures for meeting and maintaining international data quality standards. Publish and communicate research results through presentations, peer-reviewed and technical literature. Develop skills, mentor and supervise staff and students. Participate in local, regional and international scientific programmes. Supervise oceanographic research and development projects.

**ENQUIRIES** : Mthuthuzeli Gulekana Tel No: 021 819 5022 / Jimmy Khanyile Tel No: 021 819 5007

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

**FOR ATTENTION** : Human Resources

**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.

**CLOSING DATE** : 03 June 2019

- POST 17/14** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: CF02/2019**
- SALARY** : R376 596 per annum (Total package of R532 814 per annum/ condition apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognizes degree/national diploma in Accounting/equivalent NQF6 qualification and a minimum of three years' experience in Public Service Financial Accounting. Candidate must have thorough knowledge of the PFMA, Treasury Regulations, BAS/LOGIS and Financial accounting process and procedures, Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
- DUTIES** : Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in compiling the Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers in respect of the Financial Statements. Provide financial inputs into the Annual Report. Perform financial administration of Public Entities. Create and maintain an appropriate record and filing system for Public Entities.
- ENQUIRIES** : Mr N Leshabane Tel No: (012) 399 9115
- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Ms M Seketa
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to 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 persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 03 June 2019
- POST 17/15** : **SENIOR COASTAL & MARINE MONITOR-CONTRACT REF NO: (OC13/2019)**
- SALARY** : R316 791 per annum (plus 37% lieu in benefits)
- CENTRE** : Kenton- on- Sea, Port Alfred, East London, Kei River, Umgazi-Umtamvuna, Rivers region
- REQUIREMENTS** : A Bachelor's degree in Conservation /Environmental Management / Maritime Studies or equivalent qualification. Experience in a coastal environment or related field. Knowledge and understanding of Coastal & Marine Operations; Vessels Monitoring Systems; Oceans and Coast Information Management Systems; as well as knowledge of Permits. Must have an understanding of departmental procedures and prescript/policies. Must be computer literate. Must have good organisational skills as well as verbal and written communication skills and the ability to work in a team. Ability to work independently under extreme pressure. Experience in the supervision of staff.
- DUTIES** : Provide the oversight role of all coastal and marine monitoring activities in the sub-Region. Develop and coordinate communication platforms between operators in his / her region of operation with the Department of Environmental Affairs – Ocean and Coasts Branch, to facilitate better management and improvement of both the Boat Based Whale Watching (BBWW) and White Shark Cage Diving (WSCD) sectors. Ensure that there is overall compliance with rules and regulations as



stipulated in permit conditions for the BBWW, WSCD, SCUBA diving and commercial filming sectors. Develop and implement Standard Operating Procedures (SOP) for inspection of vessel, launching sites, verification and recording of all relevant documents that are used by the operators in accordance with regulations. Liaise with the relevant stakeholders for trend analysis in pollution hotspot areas and develop appropriate intervention measures. Record, and report on all anomalous marine events, for example crayfish walkouts, whale beach stranding, etc. Participate in Provincial Coastal Committees (PCC) quarterly meetings to provide coastal and marine environment monitoring updates and inputs on the impact of various interventions that are designed to improve management and compliance. Implement, monitor and report, on all off-road (4x4) vehicle driving in the coastal area which should strictly be done within the designated areas. Liaise with Integrated Coastal Management (ICM) to develop and implement an appropriate SOP for monitoring outfalls, and coastal and marine sewage discharge points.

- ENQUIRIES** : Mr A Matoti Tel No: (0)21 819244
- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- FOR ATTENTION** : Human Resources
- 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.
- CLOSING DATE** : 03 June 2019
- POST 17/16** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A: TOP PREDATOR RESEARCH REF NO: (OC09/2019)**
- SALARY** : R311 859 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate recognized National Diploma in Science, or equivalent qualification, at least 3 years post qualification experience. Compulsory registration with the SACNASP as certificated natural scientist, applicants should attach proof of registration or application for SACNASP membership. Must have knowledge of programme and project management; scientific methodologies; research and development; computer-aided scientific applications. Knowledge of legal compliance. Technical report writing skills as well as data analysis. Willingness and ability to go on and independently conduct field trips regularly and for extended periods, sometimes in isolated localities. A valid code 08/EB driver's license. Successful candidate must undergo all required training for Seafarers, in order to comply with Maritime Occupational Health and Safety. The following would be an added advantage: Knowledge/Experience in technical aspects top predator research; including familiarity with biological aspects of marine mammals, seabirds, turtles and sharks; Demonstration of innovative thinking; Willingness to train for a small craft skipper's certificate (Merchant Shipping Act, 1951).
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation. In the

presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation; database and data management; and analysis of technical scientific data. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

- ENQUIRIES** : Dr A Makhado Tel No: 0218195021 / Ms S Singh Tel No: 0218195048 / Mr M Seakamela Tel No: 0218195049
- APPLICATIONS** : The Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town 8001 or hand-deliver to: 14th Loop Street, Cape Town.
- FOR ATTENTION NOTE** : Human Resources  
 : 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.
- CLOSING DATE** : 03 June 2019
- POST 17/17** : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A-C: PHYSICAL OCEANOGRAPHY REF NO: (OC10/2019)**
- SALARY CENTRE REQUIREMENTS** : R311 859 – R473 574 per annum  
 : Cape Town  
 : An appropriate recognized National Diploma / Degree in Science, Information Systems Engineering or equivalent qualification, plus minimum three (3) years relevant post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist (provide certified copy of Registration Certificate, or proof of recent application for registration). Experience in programme and project management, scientific methodologies and research and development. Experience in open-source database design, implementation and maintenance as well as designing and writing code on Linux systems. A proven track record of relevant research and development output. Proven technical expertise in software engineering for scientific or other quantitative applications, demonstrated evidence of solid coding skills. The following would be an added advantage: Demonstrated presence on Github, Sourceforge, or other open-source repository. Knowledge of scientific data formats and format translation; knowledge of implementation of scientific data formats, data processing and/or QA/QC; a knowledge of Python, XML and XSLT.
- DUTIES** : Participate in the design, development, and maintenance of scientific information systems; maintain, develop and implement methodologies, systems and

procedures related to ocean data, ocean information products, and systems. Participate in the collation, dissemination and management of oceanographic data produced from various platforms. Collect requirements and translate them into software design. Document code. Develop skills, mentor interns and students. Participate in local, regional and international ocean information systems and systems-of-systems (GOOS, GEOSS). Conduct research and development projects. Develop and maintain standard operating procedures on the Wiki and technical reports on the Marine Information Management System.

**ENQUIRIES** : Mthuthuzeli Gulekana Tel No: 021 819 5022 / Jimmy Khanyile Tel No: 021 819 5007

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

**FOR ATTENTION NOTE** : Human Resources  
 : 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. Short-listed candidates may be required to undergo a theoretical and practical test of their competency on Linux systems.

**CLOSING DATE** : 03 June 2019

**POST 17/18** : **SENIOR ACCOUNTING CLERK: SALARIES AND PAYROLL REF NO: CF03/2019**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Total package of R382 960 per annum/ condition apply)  
 : Pretoria  
 : A Grade 12 with extensive experience together with thorough knowledge of financial accounting. An appropriate recognized degree/ National Diploma in Accounting will be an added advantage. Exposure in the fields of salaries and administration of payroll reports will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results.

**DUTIES** : Administration of Salaries - receive payments advice from HR to pay allowances for basic salary, NP cash, performance bonus etc. Capturing of supplementary payments, receive deductions to be implemented, Administration of Payroll Reports - request transport to collect payslips and payroll at Bureau Beta, sort payslips and payroll according to pay-points, receive and verify garnishee and maintenance orders, make enquiry IRP5 accumulation on PERSAL for open / close IRP5 Processing of BAS payments and journals – receive payment advice from HR office – confirm with financial control and reporting office to verify banking details on safety-net once entity is verified on BAS and Safety Web, process payment, request BAS report and identify amount to be credited, filing and safekeeping of salary related documents.

**ENQUIRIES** : Ms C Magagane Tel No: (012) 399 9104

**APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**FOR ATTENTION** : Ms M Seketa

**NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to 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 persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE** : 03 June 2019

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- FOR ATTENTION** : Ms Mapule Mahlangu– Recruitment
- CLOSING DATE** : 31 May 2019 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 a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

- POST 17/19** : **CLIENT LIAISON OFFICER REF NO: CLO/NC-KIMB/2019/05-1P**
- SALARY** : R376 596 per annum (Basic salary) (Level 09)
- CENTRE** : Northern Cape (Kimberley) Regional Office
- REQUIREMENTS** : A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years' experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is

a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Northern Cape may receive preference. Knowledge of Employee benefits. Knowledge of client relations management. Knowledge of GPAA/GEPF'S products and services. Excellent problem solving skills. Strong customer orientation and customer relations. Excellent presentation skills. Excellent communication skills at all levels in and outside the organization (verbal and written). Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

**DUTIES**

: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed. Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current PCM-Pension Case Management users. Promote compliance with GPAA's processes and procedures. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates). Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO. Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regards to Medical and IOD. Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD.

**ENQUIRIES**

**NOTE**

: MS Mapule Mahlangu Tel No: 012 399 2639  
 : One Client Liaison Officer: Northern Cape (Kimberley) Regional Office position is currently available at GPAA. The position will be filled as permanent position. Employment Equity target for the post is Indian/White Male and Coloured/Indian Female or people living with disabilities. Candidates of the specified groups are encouraged to apply.

**POST 17/20**

: **CUSTOMER SERVICE AGENT REF NO: CSA/NC - KIMB/2019/05-1P**  
 The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R208 584 per annum (Basic salary) (Level 06)  
 : Northern Cape (Kimberley) Regional Office  
 : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR a Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of

individuals currently residing in Northern Cape Province may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

**DUTIES**

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

**ENQUIRIES  
NOTE**

: MS Mapule Mahlangu Tel No: 012 399 2639  
: One Customer Service Agent: Northern Cape (Kimberley) Regional Office position is currently available at GPAA. The position will be filled as permanent position. Employment Equity target for the post is Indian/White Male and Coloured/Indian Female or people living with disabilities. Candidates of the specified groups are encouraged to apply.

**POST 17/21**

: **CUSTOMER SERVICE AGENT REF NO: CSA/MPU/05-1C**  
(12 months contract)  
The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

**SALARY  
CENTRE  
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits  
: Mpumalanga Regional Office  
: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR. A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and

provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

**ENQUIRIES**

: MS Mapule Mahlangu Tel No: 012 399 2639

**NOTE**

: One Customer Service Agent: Mpumalanga Regional Office position is currently available at GPAA. The position will be filled as 12 month contract position. Employment Equity target for the post is Coloured/Indian/White male/females or people with disability. Candidates of the specified groups are encouraged to apply.



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

- APPLICATIONS** : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- CLOSING DATE** : 31 May 2019 at 13:00pm
- NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**OTHER POST**

- POST 17/22** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: 2019/048**
- SALARY** : R470 040 per annum (Level 10) plus benefits as applicable in the Public Sector
- CENTRE** : Central Office
- REQUIREMENTS** : Appropriate and recognised three-year degree or diploma in Education/ Social / Behavioural Science. Four-year qualification in psychology or social work. Completed accredited student counselling courses. Three years' experience in an educational institution. A valid Code EB driver's license. Sound financial planning and -management competencies Excellent report writing skills and information processing skills. Advanced-level competencies in MS Excel, MS Word and MS PowerPoint. Sound financial planning and management competencies. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or Psychometrist (Independent Practice). Previous experience of at least 2 years in the TVET Sector. Technical Skills and knowledge. An expert understanding of student support and management at a TVET institution. Understanding of Student Support Framework and PFMA. Ability to design and implement internal administration systems and controls to ensure sound student support and administration. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Extensive knowledge of: The Further Education and Training Colleges Act, 2006, the National Student Financial Aid Scheme and related legislation, the Sector regulatory and legislative framework. Very good knowledge of student counselling regulations and best practices.

**DUTIES**

: KRA: Support Coordination: Develop student support policies and procedures and ensure implementation and compliance. Provide required reports to the College council, executive team and the Academic Board. Facilitate communication and cooperation with all managers regarding student support planning and services. Coordinate and provide guidance to campus-based student liaison officers. KRA: Career Guidance, academic support and Resource Facility Management: Implement a guidance process prior to and during registration. Implement appropriate general assessment to ensure programme matches. Identify resource requirements per campus and motivate for resource availability. Monitor appropriate resource utilisation and ensure productive utilisation. Provide academic support referrals and job placement skills. Identify and implement outreach programmes and other extra-mural activities. Oversee and Manage the career guidance and teacher support activities of the uMfolozi Career Centre. KRA: Health and Wellness Services: Provide HIV/AIDS awareness and education interventions Provide guidelines on student health and general counselling services and ensure that these are implemented. Maintain a database of all related health and wellness NGO's and public services to ensure appropriate and accessible referrals. Establish and maintain productive and co-operative relations with related services. Ensure the participation of Students in Sports, Recreation and Culture. KRA: Student Governance: Facilitate SRC elections; conduct induction training per annum; and ensure SRC representation on all designated governing bodies. Develop "Student Code of Conduct" guidelines and co-ordinate student orientation and induction programmes. Provide support and facilitation of student disciplinary and grievance incidents. KRA: Student Financial Aid Services: Facilitate internal and NSFAS administered bursary applications and provide compliance guidelines. Identify potential sponsors (in collaboration with other College managers). Track student bursary requirements compliance and implement remedial initiatives as required. Provide compliance and bursary utilisation reports as required. KRA: Unit Management: Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

**ENQUIRIES**

: Mr TP Zulu Tel No: (035) 902 9506

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**CLOSING DATE** : 03 June 2019  
**NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers 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 17/23** : **DEPUTY DIRECTOR: THIRD PARTY FUNDS REF NO: 19/VA25 /NW**

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

**CENTRE** : Regional Office: NW

**REQUIREMENTS** : A Degree/National Diploma in Financial Management or equivalent qualification; A minimum of five (5) years relevant experience in a financial accounting/management environment, of which a minimum of three (3) years should be at supervisory/management level; A sound knowledge of the Public Finance Management Act and National Treasury Regulations; Extensive knowledge of the Department of Justice and Constitutional Development and its Third Party Functions and services; Knowledge of Third Party Functions (TPF) system and a recognized accounting software package will be an added advantage; Knowledge of GRAP/GAAP, trust Account; A valid driver's license. Skills and Competencies: Strategic management abilities; Communication (verbal and written); Project and financial management; Planning and organizing (including time management); Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Manage financial operations of Third Party Funds; Provide Training and on-site support to trainees within the Region on monthly monitoring and reporting of TPF's, Justice Deposit Account System (JDSA) and compilation and consolidation of Regional Annual Financial Statements; Provide effective people management; Assist in the compilation of TPF Financial Statements, audit facilitation and verification of management comments; Provide inputs on any improvements in financial systems, processes and procedures.

**ENQUIRIES** : Ms. L Shoai at (018) 397 7088

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

<b><u>POST 17/24</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY LP5-LP6 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Johannesburg Ref No: 19/51/SA State Attorney: Mmabatho Ref No: 19/52/SA State Attorney: Cape Town Ref No: 19/61/SA
<b><u>REQUIREMENTS</u></b>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, legal costs and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver's license; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills(written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to Liquidation and Insolvency queries, register Trusts and Debt Collection.
<b><u>ENQUIRIES</u></b>	:	Mr. E. Seerane Tel No: (012) 315 1164
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
<b><u>POST 17/25</u></b>	:	<b><u>COURT MANAGER REF NO: 27/19/LMP</u></b>
<b><u>SALARY</u></b>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Mankweng
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's 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 capabilities; Good communication (written and verbal); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Mr Maakamedi TP Tel No: (015) 287 2026 or Ms Mongalo MP Tel No: (015) 287 2037
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private

Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

- POST 17/26** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 26/19/LMP**  
Re-Advertisement
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Limpopo  
: An appropriate three year National Diploma/degree or equivalent qualification; (Building, Electrical and Civil Engineering or related); Three years supervisory/management experience; Three years facilities and Auxiliary services experience; A valid driver's license. Skills and Competencies: Project Management; Good Financial Management skills; Strong communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
- DUTIES** : Key Performance Areas: Assist with the management and co-ordinate planning for Capital Works and maintenance for infrastructure; Liaise with the Department of Public Works (DPW) on Capital Works and upgrading of infrastructure; Liaise with Area/Court Managers and Facilities Co-ordinators on additional infrastructure requirements and maintenance requirements; Assist with the implementation of OHS Act as well as physical security upgrade; Assist with development of asset management strategy and compilation of plans; Assist with the development of maintenance strategy and compilation of reports; Assist with development and management of the implementation of norms and standards; Compilation of budget and reports; Provide and manage leased accommodation.
- ENQUIRIES** : Mr. Maakamedi TP Tel No: (015) 287 2026 & Ms. Mongalo MP Tel No: (015) 287 2082
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 17/27** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 19/VA26/NW**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: North West  
: Relevant three year tertiary qualification in in Commerce, Accounting or relevant equivalent qualification: A minimum of three (3) years working experience in a financial accounting/management environment, of which a minimum of 1 year should be at supervisory/junior management level: A valid driver's license; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash Knowledge and experience of Third Party Funds functions and services will be an added advantage. Skills and Competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office); Administrative and Organizational Skills; Sound Interpersonal Relations; Communication skills; Accuracy and attention to detail, Investigation and analytical skills.
- DUTIES** : Key Performance Areas: Ensure effective management of TPF staff, Deal with all TPF related matters and advise Court and Office Managers. Act as a System Manager/ Administrator on MOJAPAY; Manage the reporting and recovery of TPF losses; Provide training, TPF AFS project support and implementation thereof. Check documentation for the write-off of irrecoverable deferred fines. Monthly consolidate TPF information, Conduct TPF Audit readiness and facilitation. Provide inputs on any improvements in financial systems, processes and procedures.
- ENQUIRIES** : Ms L. Shoai Tel No: (018) 397 7054

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**POST 17/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 19/56/HR**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : 3 year Bachelor's Degree/ National Diploma in Human Resource Management or equivalent qualification at NQF6; A minimum of 5 years relevant experience in the field of Human Resource Administration within the Public Service; Knowledge and application of the PERSAL System; Knowledge of relevant HR Good interpersonal relations and communication skills; Ability to work independently in a highly management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

**DUTIES** : Key Performance Areas: Manage and co-ordinate HR administration and statistics within the Masters Branch; Manage conditions of service and service benefits (leave, housing, IOD, terminations, long service recognition, overtime, relocation, pensions, etc); Manage and render HR provisioning (recruitment and selection, appointments transfers, verification of qualifications, reference checks, grade progressions etc); Manage performance management related payments; Provide effective people management.

**ENQUIRIES** : Ms M Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS** : Quoting the relevant reference number, direct your application Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**NOTE** : People with disabilities are encouraged to apply.

**POST 17/29** : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/48/CLO**

**SALARY** : R301 452 – R847 047. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney: Pretoria

**REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

**ENQUIRIES** : Ms. K. Ngomani Tel No: (012) 357 8661

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.

**NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

**POST 17/30** : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/58/SA**

**SALARY** : R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : State Attorney: East London  
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, High Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff; Draft, prepare and register conveyancing documents.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661  
 : Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 17/31** : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/59/CLO**
- SALARY** : R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Pretoria  
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a Conveyancer; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle all conveyancing and notarial matters; Furnish legal advice and opinion to clients; Render office administrative functions and maintain as well as records of work performance; Guide and train support staff.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661  
 : Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 17/32** : **SOCIAL WORKER/ FAMILY COUNSELLOR GRADE 1 REF NO: 31/19/FA/WC**
- SALARY** : R257 592 – R298 614 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, Cape Town  
 : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license; Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
- ENQUIRIES** : Advocate N Britz Tel No: (021) 426 1216
- APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X9171, Cape Town 8000 or physical address: 30 Queen Victoria Street, 5th Floor Cape Town.
- FOR ATTENTION** : Ms L Arenz
- NOTE** : Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
- POST 17/33** : **VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 19/39/CFO**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : B Degree or equivalent qualification at NQF 6 level in Social Sciences or related areas; Appointment subject to completing relevant training courses offered by State Security Agency (SSA); Vetting field work course from SSA, SAPS or Defence Intelligence will be added an advantage; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Problem solving and analysis; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.
- DUTIES** : Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the Department and the SSA and other related agencies; Administer vetting files and reports.
- ENQUIRIES** : Ms. D. Modibane Tel No: (012) 315 1668
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The 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.



## DEPARTMENT OF LABOUR

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

**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 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

## MANAGEMENT ECHELON

**POST 17/34** : **DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/19/5/1HO**

**SALARY** : R1 005 063 per annum (all inclusive)

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : NQF level 7 in the following qualifications as recognised by SAQA: Business/ Public Administration, Public/Business Management, Operations Management, Project Management. Five years middle/senior Management experience and three years functional experience in Business/organisational, operations/services. Valid driver's license. Knowledge: Risk Management, Good Governance, Departmental policies and procedures, Project Management, General Management, Strategic Management, Financial Management, Skills Development Act, Public Finance Management Act (PFMA), Labour Relations Act (LRA) and Basic Conditions of Employment Act (BCEA), Public Service Regulations, Treasury Regulations, HRD Strategy. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Communication, Interpersonal, Conflict management.

**DUTIES** : Oversee the Development and review of strategic plan and Annual Operations Plans in Labour Centre. Provide leadership on the operational plan and recommend possible intervention to improve service delivery in Labour Centre Develop strategic plan to reach the community in the Labour Centre. Ensure an effective and efficient operation management programme and Project implementation processes to improve performance within the Labour Centre. Oversee and monitor the delivery of projects within the Labour Centre.

**ENQUIRIES** : Mr. TJ Mokomatsidi Tel No: (011) 853 0300

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001  
or hand deliver at 215 Francis Baard Street.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office  
**CLOSING DATE** : 03 June 2019

**OTHER POSTS**

**POST 17/35** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**

**SALARY** : R869 007 per annum (all inclusive)  
**CENTRE** : Labour Centre: Bethlehem Ref No: HR 4/4/8/234(X1 Post)  
Labour Centre: Kuruman Ref No: HR4/4/8/12(X1 Post)  
Labour Centre: Springbok Ref No: HR4/4/8/13 (X1 Post)

**REQUIREMENTS** : Three year relevant tertiary qualification in Business / Public Administration / Public  
/Business Management/ Operations Management / Project Management. Two (2)  
years management experience. Three (3) years functional experience in  
business/organisational operations/services. A valid drivers License. Knowledge:  
Public Finance Management Act, Treasury regulations, Supply Chain  
Management processes, Asset Management, All Labour Legislations,  
Departmental Policies and procedures, Public Service Regulations, Batho Pele  
principles. Skills: Management, Communication (both verbal and written),  
Computer literacy, Conflict Management, Presentation, Interpersonal, Report  
writing, Leadership, Project management.

**DUTIES** : Manage the service delivery objectives as per the mandate of the Department of  
Labour. Represent the Department in key stakeholder forums including  
interdepartmental structures of government and municipalities. Implement and  
manage service delivery improvement plan. Manage all the resources of the  
Labour Centre. Manage and ensure compliance with ALL HRM policies directives  
and legislation including the Public Service Act and regulations.

**ENQUIRIES** : Mr. S Segalo Tel No: (051) 505 6206  
Mr. ZL Albanie Tel No: (053) 838 1500

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical  
Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301  
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or  
hands deliver at Cnr Compound and Priel Road

**FOR ATTENTION** : Human Resources Management, Bloemfontein  
**CLOSING DATE** : Sub-directorate: Human Resource Management, Kimberley  
03 June 2019

**POST 17/36** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR  
4/19/05/2SEE**

**SALARY** : R733 257 per annum (all inclusive)  
**CENTRE** : Sheltered Employment Enterprise, Silverton

**REQUIREMENTS** : Three year relevant tertiary qualification in Supply Chain Management /  
Purchasing /Logistic / Public Administration / Management. Two (2) years  
Management experience. Three (3) to (5) five year's functional experience in  
Supply Chain Management services. Knowledge: Supply Chain Framework,  
Preferential Procurement Policy Framework, Departmental policies and  
procedures, Project management, General management, Strategic management,  
PFMA, PPPFA, Treasury Regulation. Skills: Problem Solving, Initiative,  
Communication Strategic Planning, Presentation Time management, Planning  
and organizing, Assertiveness.

**DUTIES** : Manage the Procurement Policy and Procedures in Supported Employment  
Enterprises. Manage supply and acquisition of goods and services. Manage,  
develop and maintain contracts with suppliers / service providers. Manage the  
resource within the section.

**ENQUIRIES** : Mr. S Ngcongco Tel No: (012) 843 7300

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

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office  
**CLOSING DATE** : 03 June 2019

**POST 17/37** : **DEPUTY DIRECTOR: PERSAL REF NO: HR4/19/05/04HO**

**SALARY** : R733 257 per annum (all inclusive)

**CENTRE** : Directorate: Financial Management, Head Office

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Financial Management/ Accounting. Two (2) years Management experience. Three (3) years functional experience in finance environment. A valid driver's license. Knowledge: Departmental Policies and Procedure, Public Finance and Management Act (PFMA), Treasury Regulations, General Management, Strategic Management, Government Accounting, BAS system, PERSAL system, Delegation of Authority, Batho Pele Principles. Skills: Leadership, Communication (Written and Verbal), Computer literacy (Word, Excel and Power Point), Interpersonal Relations, Facilitation, Analytical, Financial Management.

**DUTIES** : Manage payroll related procedures in the Department. Manage debt collection process. Manage deductions and claims process. Manage Service termination procedures. Perform Persal Controller functions in the Department.

**ENQUIRIES** : Mr. DE Kyle Tel No: (012) 309 4298

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

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

**CLOSING DATE** : 03 June 2019

**POST 17/38** : **DEPUTY DIRECTOR: FINANCE AND OFFICE ADMINISTRATION (X3 POSTS)**

**SALARY** : R733 257 per annum (all inclusive)

**CENTRE** : Provincial Office: East London Ref No: HR 4/4/1/149 (X1 Post)  
Provincial Office: Limpopo Ref No: HR4/4/6/78 (X1 Post)  
Provincial Office: Mpumalanga Ref No: HR4/4/7/29 (X1 Post)

**REQUIREMENTS** : Three years tertiary qualification in Business/ Public Administration/ Management or Financial Management. Valid driver's license. Two (2) years management and/or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: White paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho Pele principles, Departmental policies and prescripts, Knowledge of PFMA, Treasury Regulations and the Budget Guidelines, Knowledge of Word, Excel, Power Point, and Outlook. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organizing, Assertiveness, Computer Literacy, Accounting, Project Management, Innovative, Communication (verbal/written), Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation.

**DUTIES** : Manage the implementation of Financial Management processes and procedures in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province.

**ENQUIRIES** : Ms N Douw-Jack Tel No: (043) 701 3128  
Ms. T Maluleke Tel No: (015) 290 1662  
Ms. M Mazibuko Tel No: (013) 655 8701

**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London.  
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700.  
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, East London  
Sub-directorate: Human Resources Management, Limpopo  
Sub-directorate: Human Resources Management, Emalahleni

**CLOSING DATE** : 03 June 2019

**POST 17/39** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/6/77**

**SALARY** : R733 257 per annum (all inclusive)

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Three year relevant tertiary qualification in Human Resource Management. Two (2) years management experience. Three (3) years functional experience in Human Resources Management Services. A Valid driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Services, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices and Systems. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report Writing, People Management, Problem solving, Decision Making.

**DUTIES** : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedure and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation Human Resource Development Policies and Programmes in the Province. Manage the administration of service benefits and leave of staff in the Province. Manage all the resources in the Directorate.

**ENQUIRIES** : Ms. T Maluleke Tel No: (015) 290 1662

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**POST 17/40** : **COUNSELLOR REF NO: HR4/4/4/03/09**

**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** : Labour Centre: Vanderbijlpark

**REQUIREMENTS** : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers license. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) to 6 years experience gained after registration. **Grade 2:** 8 years relevant experience gained after registration. **Grade 3:** 16 year's relevant experience gained after registration. Knowledge: Knowledge of 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** : Mr. M H Tabane Tel No: (016) 981 0280

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.

**CLOSING DATE** : 03 June 2019

**POST 17/41** : **DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: HR4/4/8/11**

**SALARY** : R517 326 per annum (OSD)  
**CENTRE** : Provincial Office: Kimberley  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus National Diploma/Degree in Occupational Therapy, Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: COID Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & Policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS ACTV), Public Service Act, Employment Equity Act, Labour Relation Act, Promotion of Equality and Prevention of Unfair Discrimination Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution ACT 108 OF 1996 (amended), General knowledge of the Public Service Regulations. Skills: Rehabilitation, Analytical, Business writing, IT Strategic Leadership, Financial management, Knowledge management, Service delivery innovation (SDI), Planning and organising, Problem solving and analysis, Decision making, Accountability, Client Orientation and customer focus, Communication, Work ethic and self management, Risk management and corporate governance, Environmental awareness.

**DUTIES** : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management section.

**ENQUIRIES** : Dr. Jood-Molaolwe Tel No: (053) 838 1588/1589  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Priel Road.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Kimberley  
**CLOSING DATE** : 03 June 2019

**POST 17/42** : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/170**

**SALARY** : R470 040 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus Three (3) years relevant tertiary qualification in Social Sciences (Psychology,) Public/ Business Administration Management. Two (2) years supervisory experience. Three (3) years functional experience in Public Employment/ Public Administration /Management Services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. **DUTIES** : Provide operational and technical support to labour centres for the delivery of effective work- seeker registration services. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

**ENQUIRIES** : Ms Z Maimane Tel No: (021) 441 8125  
**APPLICATIONS** : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape.  
**CLOSING DATE** : 03 June 2019

**POST 17/43** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR 4/4/5/39**

**SALARY** : R470 040 per annum  
**CENTRE** : Provincial Office: Kwazulu-Natal  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two years functional experience in Labour market analysis. Two (2) years supervisory experience. Valid drivers license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Analytical methods, Labour market dynamic, Research Methodology, Project management, COIDA, SDA, LRA, EEA, BCEA, OHSA, UIA. Skills: Assertiveness, Communication Interpersonal, Innovative, creative and leadership, Management, planning organisation, Analytical, Team management, Stress management, Data analysis.

**DUTIES** : Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.

**ENQUIRIES** : Mr SJ Maseko Tel No: (031) 366 2078  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kwazulu-Natal.  
**CLOSING DATE** : 03 June 2019

**POST 17/44** : **ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATION REF NO: HR 5/19/04/02**

**SALARY** : R470 040 per annum  
**CENTRE** : Supported Employment Enterprises: Bloemfontein  
**REQUIREMENTS** : Qualification in one of the following: Occupational Certificate: Carpenter or Furniture Upholstery (NQF Level 04). Occupational Certificate in Welder (NQF Level 04). Occupational Certificate: Sewing Machine Operator (NQF Level 02). N6 Clothing Production (NQF Level 06). National Diploma in Clothing. Required experience in one of the following: Three years functional experience in wood and three years supervisory experience. Three years functional experience in textile and three years supervisory experience. Three years functional experience in steel and three years supervisory experience. Valid driver's license will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision/management, Disability Act and Policy, Occupational Health and Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research. Skills: Planning and organising, Microsoft office competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.

**DUTIES** : Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within the Factory.

**ENQUIRIES** : Ms. G Manamela Tel No: 012 843 7300  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office  
**CLOSING DATE** : 03 June 2019

**POST 17/45** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HR 4/19/05/03HO (X2 POSTS)**

(RE-advert applicants who applied before must re-apply)

**SALARY** : R470 040 per annum  
**CENTRE** : Chief Directorate: Labour Relations, Head Office  
**REQUIREMENTS** : A three (3) year relevant tertiary qualification in Labour Relations/ Human Resource Management/ Law. Two (2) years supervisory experience. Two (2) years functional experience in Labour Relations/ Collective Bargaining. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into

- action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting system and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written Communication, Interpersonal relations, Ability to build high performance teams, Computer literacy, Project management, Communication, Analytical, Problem solving, Conflict analytical, Innovative, Management.
- DUTIES** : Develop and monitor the registration of Labour Organization. Obtain information to monitor compliance of Labour Organization in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of Labour Market Institutions. Manage resources of the Sub-Directorate such as HR, assets etc.
- ENQUIRIES** : Ms. MM Ngwetjana Tel No: (012) 309 4112  
Ms. SK Mahlangu Tel No: (012) 309 4588
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- POST 17/46** : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/9/28**
- SALARY** : R376 596 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : LLB degree/ Four (4) year legal qualification. Two (2) years functional experience in legal environment. Admission as Attorney or Advocate. Valid drivers license. Knowledge: Employment Equity Act, Public Service Act, Ability to convert policy into action, Treasury Regulations, Compensation for Occupational Injuries and Diseases Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Basic Condition of Employment Act, Occupational Health and Safety Act, Skill Development Act, Employment Service Act, Labour Court Rules and Practice Directives, Magistrate Court Rules and Practice Directives, Labour Relation Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Computer literacy, Verbal and written communication, Good interpersonal, Problem solving, Facilitating, Presenting, Conflict Management, Research, Litigation, Analytical, Innovative, Client focused, Sense of responsibility, Organisational / Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
- DUTIES** : Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province. Manage the resources within the unit.
- ENQUIRIES** : Ms. NL Njwambe Tel No: (013) 655 8775
- APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Emalahleni
- CLOSING DATE** : 03 June 2019
- POST 17/47** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS (X2 POSTS)**
- SALARY** : R376 596 per annum  
**CENTRE** : Provincial Office: Mpumalanga Ref No: HR/4/4/7/16 (X1 Post)  
Provincial Office: East London Ref No: HR 4/4/1/201 (X1 Post)
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's license. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication

		(verbal and written), Computer literacy, Analytical, Problem solving, Conflict management People management.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. LM Nkotsoe Tel No: (013) 655 8762
		Mr. WG Dumalisile Tel No: (043) 701 3032
<b><u>APPLICATIONS</u></b>	:	Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
		Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Emalahleni
		Sub-directorate: Human Resources Management, East London.
<b><u>CLOSING DATE</u></b>	:	03 June 2019
<b><u>POST 17/48</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/9/70</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three years tertiary qualification in Risk Management/internal Audit/Accounting/Economics. Two (2) years functional experience in Risk Management. Two (2) years Supervisory experience. Valid drivers license. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures, Skills: Communication, Innovative, Facilitation, Analytical, Computer literacy, Financial Management, Problem Solving Is Strategic Management, Planning and Organizing, Interviewing, People Management, Investigation, Interpersonal Presentation.
<b><u>DUTIES</u></b>	:	Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training. Establish and manage an integrated risk management framework for all aspects of risk across the the Department. Manage resources within the Risk Management Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. BK Matlhako Tel No: (018) 3878 100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Mmabatho
<b><u>CLOSING DATE</u></b>	:	03 June 2019
<b><u>POST 17/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo Ref No: HR 4/4/6/85 (X1 Post)
		Provincial Office: Western Cape Ref No: HR 4/4/10/19 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three years tertiary qualification in Fleet/Transport Management, Fleet/Transport Economics and Logistics Management /Public Management/ Public Administration/ or Financial Management/ Travel Management/ Tourism Management. A valid driver's license. Two (2) years Supervisory experience. Two (2) years functional experience in fleet and travel management. Knowledge: Public Service Financial Management, Departmental Policy and Procedures, Project management, General Management, Strategic Management, Labour Relations Act and Basic Conditions of Employment Act, Public Service Regulations, Public Finance Management Act. Skills: Leadership, Facilitation, Research, Investigation, Computer literacy, Presentation, Analytical, Problem solving, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Monitor accounts and bookings support services in the Province in line with the relevant prescripts. Provide fleet monitoring and inspection in the Province. Monitor implementation of accident processes and procedures in the Provinces Monitor maintenance of all vehicles in the Province.



**ENQUIRIES** : Ms Z Maimane Tel No: (021) 441 8125  
Ms. T Maluleke Tel No: (015) 290 1662

**APPLICATIONS** : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street  
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape  
Sub-directorate: Human Resources Management, Limpopo

**CLOSING DATE** : 03 June 2019

**POST 17/50** : **ASSISTANT DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/13**

**SALARY** : R376 596 – R443 601 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Communication/ Marketing/ Customer Service/ Communication science/ Public Relations/ Business Administration/ Customer Relations Management. 2 years functional experience in processing employer services, compensation benefits and customer services. 2 years supervisory experience Call Centre or Customer Care environment Knowledge: DoL and Compensation Fund Objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business processes. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. IT Operating System. Risk Awareness. COIDA Act, Regulations and Policies. Technical knowledge Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act PAJA Skills: Required Technical Proficiency Business Writing Skills. Decision making. Budgeting and Financial Communication (verbal and written). Continuous improvement. Customer Focus and Responsiveness. People and Performance. Managing inter – personal conflict and resolving problems. Networking and Building bonds. Project or programme. Team leadership. Risk and Fund Governance. External Environment. Awareness Planning and organising.

**DUTIES** : Coordinate and monitor the implementation of the services delivery improvement at Compensation Fund customer access points. Maintain customer relationships with stakeholders for service delivery improvements. Facilitate the implementation standards for ensuring customer satisfaction, dependence and product / service patronage. Communicate with clients to identify their requirements, challenges and identify possible solutions. Participate in change management sessions for service delivery improvements programme. Management of resources.

**ENQUIRIES** : Mr. J Modiba Tel No: (012) 406 5608

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**CLOSING DATE** : 31 May 2019

**POST 17/51** : **SENIOR ADMINISTRATIVE OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/75**

**SALARY** : R316 791 per annum  
**CENTRE** : Labour Centre: Tzaneen  
**REQUIREMENTS** : Three year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles) Required Information Technology knowledge, Information Technology Operating systems, Risk awareness,

Compensation for Occupational Injuries and Disease Act, Regulations and Policies, COIDA tariffs, Compensation Fund Service. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT operations Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Administer claims registration process. Adjudicate registered customer claims. Prepare for payment of claims. Quality Assurance for medical / accounts payments. Serve as a Team leader / Supervisor.

**ENQUIRIES APPLICATIONS** : Mr G Morebodi Tel No: (015) 290 1768

**FOR ATTENTION CLOSING DATE** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700  
Sub-directorate: Human Resources Management, Limpopo  
03 June 2019

**POST 17/52** : **SENIOR EMPLOYER SERVICES OFFICER (X2 POSTS)**

**SALARY CENTRE** : R316 791 per annum  
Provincial Office: Limpopo Ref No: HR4/4/6/81 (X1 Post)  
Labour Centre: Mokopane Ref No: HR4/4/6/82 (X1 Post)

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Public Administration. Two (2) years functional experience. Knowledge: UIF Systems, Public Service Regulations, Batho Pele Principles, Public Finance Management Act, Departmental policies and procedures. Skills: Communication, Listening, Customer Relations, Computer Literacy, Presentation, Problem solving, Conflict management, Supervisory.

**DUTIES** : Monitor and register employer declarations on the system. Maintain and update employer declaration's database. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.

**ENQUIRIES APPLICATIONS** : Mr. J Mokobodi, Tel No: (015) 290 1665

**FOR ATTENTION CLOSING DATE** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700  
Sub-directorate: Human Resources Management, Limpopo  
03 June 2019

**POST 17/53** : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/6/29**

**SALARY CENTRE** : R316 791 per annum  
Provincial Office: Limpopo

**REQUIREMENTS** : Three years tertiary qualification in Financial Management/ Cost and Management with finance as a subject. Two (2) years functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Unemployment Insurance Act (UIA) Unemployment Insurance Contribution Act (UICA). Skills: Financial Management, Communication, Computer literacy Time Management, Report Writing, Planning and organizing, Analytical, Creative, Numeracy, Presentation.

**DUTIES** : Collect a % of outstanding Overpayment balance. Maintain all Overpayments Debtors records. Supervises resources (Human, Finance, Equipment/ Assets) in the Section.

**ENQUIRIES APPLICATIONS** : Ms. JM Fope Tel No: (015) 290 1664

**FOR ATTENTION CLOSING DATE** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700  
Sub-directorate: Human Resources Management, Limpopo  
03 June 2019

**POST 17/54** : **SENIOR ADMINISTRATIVE OFFICER (PENSION ADMINISTRATION) REF NO: HR 4/4/6/76**

**SALARY CENTRE** : R316 791 per annum  
Labour Centre: Polokwane

**REQUIREMENTS** : Three year tertiary qualification in Public Management / Public Administration / Social science / Occupational Health and Safety / Finance / Human Resource Management with two years functional experience in pension administration/claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer service (Batho Pele Principles), Risk awareness, COID tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving and decision making.

**DUTIES** : Render pension administrative duties. Claims adjudication and processing.

**ENQUIRIES** : Ms. JM Fope Tel No: (015) 290 1664

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**POST 17/55** : **OFFICE ADMINISTRATOR REF NO: HR 4/4/6/58**

**SALARY** : R257 508 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Three years relevant qualification in Office Management/Information Management and Technology/Public/Business Administration/Management with one year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Facilitation, Interpersonal relationship, Communication (both verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

**DUTIES** : Provide a receptionist support to the office including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in Monitoring and maintaining the budget including supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.

**ENQUIRIES** : Mr. J Mokobodi Tel No: (015) 290 1665

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**POST 17/56** : **ADMINISTRATIVE OFFICER (CLAIMS ASSESSOR) REF NO: HR 4/4/6/80**

**SALARY** : R257 508 per annum

**CENTRE** : Labour Centre: Polokwane

**REQUIREMENTS** : Matriculation certificate (NQF4)/ three (3) year tertiary qualification degree/diploma in Public Management/Administration/ Social science/ OHS/Finance/ HRM is required. three to five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisor experience. Knowledge: DoL and Compensation Fund objective and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/ Biology and medical terminology, Stakeholders and customer (Batho Pele Principles, Fund values, Required IT Knowledge, IT Operating System, Risk Awareness, COID Act, Regulations and Policies, COID tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Administering of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Serve as a Team Leader/Supervisor.

**ENQUIRIES** : Ms. JM Fope Tel No: (015) 290 1664

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo  
**CLOSING DATE** : 03 June 2019

**POST 17/57** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**  
(Re-advert, applicants who applied before must re-apply)

**SALARY** : Grade 1: R256 905 –R297 825 per annum (OSD)  
Grade 2: R315 962 –R362 865 per annum (OSD)  
Grade 3: R383 226- R485 475 per annum (OSD)

**CENTRE** : Labour Centre: Tzaneen Ref No: HR4/6/6/84 (X1 Post)  
Labour Centre: Modimolle Ref No: HR4/6/6/83 (X1 Post)

**REQUIREMENTS** : Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years' experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

**ENQUIRIES** : Ms. Lebogo MS Tel No: (015) 290 1662

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo  
**CLOSING DATE** : 03 June 2019

**POST 17/58** : **RECORDS ADMINISTRATOR REF NO: HR 4/4/6/60**

**SALARY** : R208 584 per annum

**CENTRE** : Provincial Office: Limpopo

**REQUIREMENTS** : Grade twelve/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records management, Departmental policies and procedures. Skills: Communication, Listening, Computer literacy, Planning and organising.

**DUTIES** : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

**ENQUIRIES** : Ms. JM Fope Tel No: (015) 290 1664

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo  
**CLOSING DATE** : 03 June 2019

**POST 17/59** : **CLIENT SERVICE OFFICER (X5 POSTS)**

**SALARY** : R208 584 per annum

**CENTRE** : Labour Centre: Polokwane Ref No: HR 4/4/6/50 (X4 Posts)

**REQUIREMENTS** : Labour Centre: Phalaborwa Ref No: HR 4/4/6/51(X1 Post)  
 Matriculation/Grade twelve/Senior Certificate plus National Certificate (N6)/SAQA recognised Certificate (NQF5) in office Administration/Public Management/Administration/Secretariat with twelve months functional experience in administration/customer/client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

**ENQUIRIES** : Ms. TE Maluleke Tel No: (015) 290 1662

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700  
 Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**POST 17/60** : **SENIOR ADMIN CLERKS (X4 POSTS)**

**SALARY** : R208 584 per annum

**CENTRE** : Labour Centre: Polokwane Ref No: HR 4/4/6/52 (X2 Posts)  
 Labour Centre: Lephalale Ref No: HR 4/4/6/53(X1 Post)  
 Labour Centre: Tzaneen Ref No: HR 4/4/6/54(X1 Post)

**REQUIREMENTS** : Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

**DUTIES** : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre.

**ENQUIRIES** : Mr. J Mokobodi Tel No: (015) 290 1665

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700  
 Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**POST 17/61** : **OFFICE AID REF NO: HR 4/4/6/61**

**SALARY** : R122 595 per annum

**CENTRE** : Labour Centre: Groblersdal

**REQUIREMENTS** : Standard 8 / Grade 10 with no experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.

**DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

**ENQUIRIES** : Ms. MN Mavhungu Tel No: (015) 290 1665

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700  
 Physical address: 42a Schoeman Street, Polokwane 0700

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

**CLOSING DATE** : 03 June 2019

**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.*



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001 by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 31 May 2019
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. They will also be subjected to personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/ behavior by applicant. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**MANAGEMENT ECHELON**

- POST 17/62** : **DIRECTOR: RESEARCH REF NO: NSG 08/2019**  
Chief Directorate: Research and Innovation
- SALARY** : R1 005 063 per annum (Level 13) (An inclusive remuneration package), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Five years' experience at a middle/senior managerial level. Appropriate six (6) to ten (10) years relevant experience in applied research and training needs analyses of which 5 years' must be at a middle management level). A post graduate degree with research methodology will be an added advantage. Competencies/Skills: Strategic capability and leadership. People Management & Empowerment. Programme and project management. Financial Management. Problem solving and analysis. Client orientation and customer care. Change Management. Service delivery innovation. Excellent writing skills to generate proposals and compile research proposals. Advanced analytic and problem solving skills. Ability to communicate at management level. Advance deductive and inductive reasoning skills. Advanced qualitative, quantitative and data synthesis skills. Advanced numeracy skills. Advanced research project management (i.e. conceptual ability to plan, organize and effect change with reference to a research project), Statistical

analytical skills, and well-developed Interpersonal skills Knowledge: Extensive knowledge of the education and training environment. Knowledge on the growth and developmental imperatives with global impact. In depth knowledge on the SAQA framework and norms and values applicable to the training environment. In-depth knowledge and understanding of the public sector and its key programmes. Expert/specialist knowledge of the wide technical scope of research as a discipline. In-depth knowledge of research and methodological aspects. Highly specialized knowledge of a wide variety of statistical data analysis techniques. Thorough knowledge of multi-disciplinary research and research environments. Theoretical and practical knowledge of the human sciences and its associated research methodologies. Ability to integrate, interrogate and interpret knowledge and information (knowledge management). Technical knowledge of a wide range of referencing methods. Knowledge to develop and validate research instruments/methods. Knowledge of the education/training landscape including needs analysis, curriculum design, facilitation of training and the monitoring and evaluation thereof. Knowledge on assessing the effects of projects, applying new developments and innovation. Personal attributes: Emotional intelligence. Professionalism and work ethics. Honesty, trustworthiness and integrity. Innovative and energetic. Ability to function in a team and independently. Ability to work accurately under pressure. Analytical and objective. Systematic, organized and orientated to detail. Life-long-learner.

**DUTIES**

: Conduct and manage research projects to inform training & development needs & opportunities: Manage and provide leadership to research functions within the Directorate and ensuring that deputy directors are deployed correctly for research topics and activities. Review the strategic research framework and compile annual agenda. Manage the compilation of research proposals and methodological aspects. Manage and conduct literature reviews for specific research projects. Manage the research processes and design including development of instruments. Provide quality assurance in terms of the normative, editing and standardisation. Manage the feasibility for pilot and development of research instrument(s). Quality assurance and standardisation of reports. Implement training needs analysis (TNA) to inform training and development needs/opportunities. Manage and provide leadership with implementation of the varied analysis pertaining to skills requirements. Manage and guide the reviews of TNA needs analysis and the strategic framework. Manage transversal internal dialogues pertaining to TNA. Manage customisation of TNA tools and or Skills Audit tool(s) and address the needs for client departments. Manage the compilation of strategic documents pertaining to TNA and solicitation of inputs. Manage that electronic platforms for TNA implementation and dissemination are available and usable. Implement TNA and or Skills Audit tool(s). Manage dissemination of findings to the relevant stakeholders. Quality assurance and standardisation of reports. Establish and maintain strategic partnerships on behalf of the NSG. Provide guidance and manage applicable utilities related to the competency assessment centre in terms of the development of a diagnostic tools and project deliverables. Provide guidance for the development of a data base for the skills requirements related to the competency assessment centre. Contribute towards the development of a culture of lifelong learning by hosting of colloquia/workshops. Manage and provide leadership on the dissemination of results and findings. Manage the delivery of research workshops and provide leadership in terms of presentation and content relating to research projects and capacity. Manage the Directorate in terms of the presentation of NSG related papers in national and/or international platforms. Manage the compilation of articles by the Deputy Directors and publish papers in appropriate forums to enhance the reputation of the NSG. Manage the dissemination of NSG related research findings (research colloquia, conference papers, publications for accredited journals etc.) Manage stakeholder relationships and establishment of strategic partnerships. Manage stakeholder consultation and conceptualise the need for, and implementation of, research. Establish and manage strategic partnerships with other role players in various sectors of the research spectrum. Strategic liaison with stakeholders for research essentials and application. Manage stakeholder consultation and conceptualize the need for TNA and/or skills audit interventions. Liaise with HRD and SDF forums and attend strategic meetings for the purpose of comprehending developments in HRD

spectrum. Manage staff, resources & administrative support. Strategic management of the annual performance plans. Manage the human resources functions within the directorate in terms of leave application, performance appraisal, human resource development, utilisation and deployment of staff, etc. Manage the deployment of human resources relating to research projects and indicate period of implementation within time determinants. Provide mentorship and coaching to members of the staff within the research division. Manage the financial systems of the Director. Manage and support administrative matters of the Directorate and provide inputs to the strategic, monthly, quarterly and annual reports of the Chief Directorate and the Branch. Participate in meetings, workshops, strategic sessions, where applicable and required. In terms of the employment equity targets, priority will be given to Coloured Males, African Males and people with disability.

**ENQUIRIES**

:

Prof T Potgieter Tel No: 012 441 6175

In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.



**NATIONAL TREASURY**

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

**CLOSING DATE** : 31 May 2019 at 12:00 pm  
**NOTE** : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

**MANAGEMENT ECHELON**

**POST 17/63** : **DIRECTOR: INTERNATIONAL TAX TREATIES REF NO: S036/2019**  
 Division: Tax and Financial Sector Policy (TFSP)  
 Purpose: To initiate all processes and procedures pertaining to international tax laws in compliance and provide support on tax treaty negotiations on behalf of the National Treasury as well as other treaty engagements in the international and regional coordination.

**SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (all-inclusive remuneration package)  
 : Pretoria  
 : A Degree in Tax Law/ International Tax Law as recognised by SAQA, A minimum 5 years' experience obtained at a middle management level (Deputy Director) obtained in strategic environment pertaining to international Tax and Tax Law practices, Knowledge and experience in international tax treaties and drafting of contract, Knowledge and experience in negotiations on treaties and the drafting of agreements, Experience in editing of drafter notes and documents.

**DUTIES** : Some key outputs include: International Tax Treaties: Support tax treaty negotiations by covering all the technical complexities in compliance with international laws, Disseminate and provide adequate information of potential countries participation and involvement within these tax treaty negotiations, Scrutinise tax treaty networks, country trades and investment flows and engage with key potential cross-border stakeholders, Develop a tax treaty methodology on variable options to assist and influence potential stakeholder resistance. Income Tax Amendments: Participate in the development and design of policy options for cross border legislation on tax treaties, Initiate research on information relevant to the improvement and refinement of cross-border relationships. International and Regional Co-ordination: Provide support to the transformation process of the SADC region, Advice the Multinational Agreements and coordination processes (e.g. PAP, ADB, ADF, UN), Provide regulatory inputs to the OECD coordination process for the refinement in the development of processes and procedures. Exchange Controls: Assemble exchange control information for refinement of process, Compile background information for decisions with stakeholders on permissible cross-border investments by State Owned Entities.

**ENQUIRIES APPLICATIONS** : Ms Anne Tjale Tel No: 012 395 6608  
 : e-mail to Recruit.TPFSP@treasury.gov.za

<b><u>POST 17/64</u></b>	:	<b><u>DIRECTOR: MAINTENANCE AND IMPLEMENTATION REF NO: S047/2019</u></b> Division: Office of the Accountant-General (OAG) Purpose: To develop and maintain transversal systems, e.g. BAS and VULINDLELA in compliance with prescribed legislative determinations pertaining to policies and procedures.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 005 063 per annum (all-inclusive remuneration package) Pretoria A degree in Project Management/ Business Management/ Information Technology/ Computer Science, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a project/ business management or information technology environment, Knowledge and experience of financial systems and process dissemination of data, Knowledge and experience of the broader financial and transversal and legislative framework of government.
<b><u>DUTIES</u></b>	:	Project Co-ordination and Management: Assess user requirements and initiate the conducting of feasibility studies for alignment of change, Develop and design system specifications in line with the required capacity regarding infrastructure plans, Develop measures in the monitoring and containment of costs and timelines of projects in the attainment of projected outcomes, Coordinate and monitor the implementation of projects in the alignment of specifications, Technical Oversight: Monitor prescribed infrastructure capacity plans in partnership with SITA for the effective application thereof, Apply predetermined systems performance measures and availability for the optimal utilisation of systems, Initiate the development of processes and procedures in the determination of proposed system interfaces, Develop the facilitation of a constituted, effective and efficient annual system closures, Monitor and co-ordinate the processing systems reports for consumption and engage stakeholders on proposed system enhancements Co-ordinate Contract Management Determinations: Develop and implement enhanced contracts and service level agreements (SLAs) with service providers, Provide projected expenditure commitments in alignment with budget allocations, Monitor the effective and efficient coordination in the alignment of projects, existing contracts and SLAs, Implement corrective measures where contract disputes arise, Stakeholder Management and Engagement: Develop and coordinate training programmes in conjunction with stakeholders and engage on feasibility thereof, Initiate the development of training material for implementation, Implement an end-user support process supplemented by a dedicated call centre support, Engage stakeholders on system design, structure and operational.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Charity Makhaza Tel No: 012 315 5488 e-mail to Recruit.OAG@treasury.gov.za

**OTHER POSTS**

<b><u>POST 17/65</u></b>	:	<b><u>SENIOR ANALYST: TRANSPORT AND DEFENCE REF NO: S044/2019</u></b> Division: Asset and Liability Management (ALM) Purpose: Exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport and Defence sectors and provide inputs to policy pertaining to restructuring.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R869 007 per annum (all-inclusive remuneration package) Pretoria A minimum National Diploma/ Degree in Finance/ Economics as recognised by SAQA, A minimum 4 years' experience obtained in the dissemination of financial statements and corporate plans within the transport and defence sectors, Knowledge and experience in mergers and acquisitions pertaining to SOEs, Knowledge of strategy and economic regulation, Knowledge and experience of government's broader regulatory framework on State Owned Companies.
<b><u>DUTIES</u></b>	:	Some key outputs include: Conduct Analysis in the Restructuring of SOEs: Conduct analysis to identify restructuring opportunities within SOEs in the Transport and Defence sectors and advice accordingly, Review restructuring and turnaround plans of SOEs in the Transport and Defence sectors, Participate in restructuring initiatives of SOEs in conjunction with other departments. Analyse Financial Statements and Corporate Plans of SOEs: Analyse financial statements

and corporate plans of SOEs in the Transport and Defence sectors and engage with entities, relevant departments and other stakeholders, Analyse the correct alignment of corporate plans in the Transport and Defence sectors against policy objectives, Analyse industry trends in the Transport and Defence sectors, Monitor possible oversight within SOEs in the Transport and Defence sectors and develop mitigating factors for correction. Compliance to PFMA Determinations: Analyse and review requests from SOEs in the Transport and Defence Sectors in compliance with the applicable determinations within the PFMA, Analyse requests of cabinet memoranda and parliamentary questions and respond in compliance with the PFMA determinations, Develop standardised processes for assessment and monitoring of guarantees, prior to approval for the implementation, thereof, in compliance with the PFMA determinations. Contingent Liabilities and Capital Structure: Compile responses to guarantee requests from SOEs in the Transport and Defence sectors Monitor compliance to guarantee conditions of SOEs in the Transport and Defence Sectors, Review SOEs and assess medium-term expenditure framework (MTEF) in alignment with requests for adjustment of budgets.

**ENQUIRIES** : Ms Anne Tjale Tel No: 012 395 6608  
**APPLICATIONS** : e-mail to Recruit.ALM@treasury.gov.za

**POST 17/66** : **SENIOR ECONOMIST: FINANCIAL MARKETS AND COMPETITIVENESS REF NO: S049/2019**  
 Division: Tax and Financial Sector (TFSP)  
 Purpose: In preparation for regulatory debates, initiate research on the banking and non-banking financial sector in South Africa and/or monitor the financial positions of major financial institutions for inputs into policy for analysis of banking conditions and policy.

**SALARY** : R869 007 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Degree in Law/LLB or Degree in Economics/Accounting as recognised by SAQA, A minimum 4 years' experience, Knowledge and experience of credit analysis and banking analysis and/or the broader regulatory framework on the financial and the banking sector.

**DUTIES** : Some key outputs include: Policy and Regulatory Development: Provide inputs to policy and regulatory development through international trends and best practice and analysis for consideration, Contribute to policy debates through briefing notes, Comments on relevant issues and topics related to economic policy development. Domestic Banking and Insurance Sector Analysis: Engage with regulators (Financial Sector Conduct Authority, the Prudential Authority, the Financial Stability Dept of the SARB and the National Credit Regulator) regarding banking and insurance sector developments for consideration and implementation, Initiate focused research on key areas of banking sector vulnerability and competitiveness, Develop a database of indicators to track the health of the South African banking and insurance sectors, e.g. capital adequacy, profitability, risks, premium defaults, fees charged. International Banking and Insurance Sector Analysis: Research developments in international financial regulation and measure their potential impact on South Africa, Perform research on international developments in the banking and insurance sector. Stakeholder Engagement: Engage with stakeholders like the Financial Stability Board in relation to G20 institutions, Engage international recognised institutions on benchmarking of practices and methodologies and prepare summaries and discussion documents.

**ENQUIRIES** : Ms Anne Tjale Tel No: 012 395 6608  
**APPLICATIONS** : e-mail to Recruit.TPFSP@treasury.gov.za

<b><u>POST 17/67</u></b>	:	<p><b><u>MANAGER: QUALITY ASSURANCE &amp; COMPLIANCE AUDIT REF NO: S034/2019</u></b>  Division: Office of the Director-General (ODG)  Purpose: Manage the completion of the Quality Assurance and Compliance Audit plans for NT, ASB, CBDA, IRBA and GTAC in accordance with the Quality Assurance and Compliance Audit methodologies.</p>
<b><u>SALARY</u></b>	:	R733 257 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Degree in Accounting/ Internal Auditing, A Certified Internal Auditor (CIA) qualification will be an added advantage, A minimum 4 years' internal audit experience, Knowledge of Quality Assurance and Compliance Auditing. Experience in implementing Quality Assurance and Improvement programs will be an added advantage.
<b><u>DUTIES</u></b>	:	Stakeholder Management: Contribute to awareness of Internal Audit with specific emphasis on Quality Assurance and Compliance Audit, Initiate plans and guidelines for completion of strategic and operational processes, Engage stakeholders in the establishment and maintenance of good relations on audit matters, Review initiatives and recommendations as approved by the Audit Committee Audit Process – Risk assessment, audit plan, assurance and consulting services: Perform quality assurance on Audit processes, Contribute to the review of the annual risk assessment, Contribute to the development and alignment of the audit plan and annual Quality Assurance and Compliance Audit plans based on the strategic and operational risks, Provide advice and guidance on Quality Assurance and Compliance Audits initiatives and propose solutions, Initiate the completion of Quality Assurance and Compliance Audits and the findings register, Providing feedback to clients on Audit reports and technology matters Resource management: Manage and develop Quality Assurance and Compliance Audit resources to ensure effective and efficient delivery and achievement of objectives, Develop a training plan for development and retention of capacity, Perform resource allocation and prioritization projects Process improvements and research: Keep abreast of trends, new developments in the broader audit environment, Identify areas for improvement to ensure a sustainable Audit Strategy, Quality Assurance and Compliance Audit Methodology and Resource Plan continuity.
<b><u>ENQUIRIES</u></b>	:	Ms Lorraine Pale Tel No: 012 406 9087
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.ODGIA@treasury.gov.za
<b><u>POST 17/68</u></b>	:	<p><b><u>ANALYST: MARKET RISK REF NO: S048/2019</u></b>  Division: Asset and Liability Management (ALM)  Purpose: To assist in the monitoring and reporting of market risks impacting on Government's debt portfolio, and development and implementation of debt portfolio benchmarks.</p>
<b><u>SALARY</u></b>	:	R470 040 per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/ Degree in Mathematics/Statistics/Finance/Economics, A minimum 3 years' experience obtained in a Financial Risk Management environment, Knowledge of Financial Market and Debt Management, Knowledge of Risk Modelling.
<b><u>DUTIES</u></b>	:	Fiscal obligation and research: Provide inputs to the review of debt portfolio risk benchmark project for RSA government debt, Assist with research projects on benchmark and risk methodologies. Risk profile of Government's debt: Provide inputs to the market risk report, Assist with the debt portfolio analysis, Assist with the yield curve analysis of the debt portfolio, Provide assistance with data for integration in the quarterly risk profile annexure. Integration of Risk Profiles: Assist with the Assessment of the Funding Risks and Interaction portfolio and engage stakeholders for inputs, Analyse the quantification of impact on the Active Debt Management strategies for funding, Analyse risk factors and make recommendations for a sustainable funding strategy. Market Risk Management Framework: Quantification of Market Risk Techniques impacting on the Debt Cost and Debt Portfolio: Interest rate and inflation risk; Foreign currency and commodity

**ENQUIRIES**  
**APPLICATIONS**

risk; Liquidity & Refinancing risk, Provide assistance with debt composition, gross borrowing requirements and inputs to fiscal framework.  
:  
Ms Anne Tjale Tel No: 012 395 6608  
:  
e-mail to Recruit.ALM@treasury.gov.za

## OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** :
- 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. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane (010) 493 2500/2528/2533
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, cnr Pritchard and Kruis street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404
- KwaZulu-Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie (031) 372 3164
- Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Postal Address Private Bag x 13012, Cambridge, 5206 East London, Physical Address 59 Western Avenue, Sanlam Park Building, 2<sup>nd</sup> Floor Vincent 5242 East London. Enquiries: Mr S Mponzo (043) 726 5217
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Ms M Baker (021) 469 4000
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200. Mr SE Mashele (013) 753 9308
- CLOSING DATE** : 31 May 2019
- NOTE** :
- Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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.

## MANAGEMENT ECHELON

- POST 17/69** : **DIRECTOR: LOWER COURTS PERFORMANCE REF NO: 2019/487/OCJ**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An undergraduate qualification at NQF level 7 as recognized by SAQA; 5 years of experience at middle/Senior managerial level and a valid driver's licence. Technical Knowledge: Knowledge of court processes and legal documentations; Knowledge of all relevant governance prescripts, including treasury instructions; Skills: Computer Literacy; Ability to operate/interface with technical systems; Interpersonal skills; Organisational skills. Behavioural Competencies: Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus.
- DUTIES** : Manage the development of policy and intervention/ programmes to support case flow management system; Facilitate the provision of a framework-guidelines and policies to enhance the Judicial Case Flow Management. Manage the collection of Case Flow Management information and statistics; Develop, manage, maintain Case Flow Management tools/systems; Develop an integrated Case Flow Management National Database; Coordination of Library Services; Manage the Law Reporting Project. Manage utilization of resources in the Directorate.
- ENQUIRIES** : Ms C Gideon (010) 493 2500/2528
- POST 17/70** : **DIRECTOR: COURT OPERATIONS REF NO: 2019/488/OCJ**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Mpumalanga Provincial Centre
- REQUIREMENTS** : An undergraduate qualification at NQF level 7 as recognized by SAQA; 5 years' relevant experience at middle/senior managerial level and a valid driver's licence; Experience in court management will be an added advantage. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project management; Financial management; Knowledge management; Service Delivery Innovation; Problem solving and Analysis; People management and empowerment; Change management; Client Orientation and customer focus Communication; Positive and Innovative; Confidence and the ability to communicate at higher levels, professional; Hard working; Proactive and creative; Ability to work under pressure.
- DUTIES** : Manage court operations; case flow and administrative support services for the High Court; Manage efficient language and interpretation services for the High Court; Manage court facilities; Manage security services and monitor risk for the High Court; Manage quality assurance and auxiliary services at the High Court; Manage and monitor court stakeholder and customers relations; Manage effective utilization of resources at the High Court; Ensure and manage collation, submission and reporting on court performance statistics and provide technical support to the Provincial Efficiency and Enhancement Committee (PEEC).
- ENQUIRIES** : Mr M Maeko Tel No: (013) 753 9308

## OTHER POSTS

- POST 17/71** : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: 2019/489/OCJ**  
(Re-Advertisement)
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : A three year National Diploma/ Bachelor Degree in Public Management/ Administration and /or Business Administration or equivalent qualification; A minimum of at least 5 years' practical experience in the field of financial management; facility management, supply chain management, human resource management, auditing processes, security and risk management and procurement

and logistics; A sound understanding of relevant financial prescripts, procedure and processes relating to the acquisition and management of assets and library materials; Knowledge of the Departmental Strategy, Public Service relevant, prescripts and procedures will be an added advantage.

**DUTIES** : Control and manage all financial and Supply Chain Management transactions relating to the acquisition of the office furniture, equipment, library books and stock for the Supreme Court of Appeal; Ensure that all processes relating to Asset Management are dealt with fully and in line with the relevant circulars and Standard Operating Procedures; Monitor the selection of library material and provide assistance to the Finance and Library Committees of the Court in this regard; Facilitate the improvement and maintenance of the office and its facilities and library infrastructure; Be involved in all aspects relating to staff management and development, and any other duties as determined by the Director of the Court; Develop operational plans; Working closely with the Director of the Court to ensure that all transactions performed are audit ready and exercise effective control over risk management matters in the office; Manage Human Resources, Finance and Physical Resources by training of staff and users on the various finance and facility management aspects; Responsible for budgetary matters and determine the allocation of funds to the various line items of the Supreme Court of Appeal in conjunction with the Director of the Court and the Finance Committee of the Court.

**ENQUIRIES** : Ms MA Luthuli/ Ms N De LA Rey Tel No: (051) 406 8100

**POST 17/72** : **SENIOR LAW RESEARCHER REF NO: 2019/490/OCJ**

**SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : National Office: Midrand (Legal Services)  
: An LLB Degree or equivalent; 3-5 years relevant experience; A valid driver's licence (Code 8). Technical knowledge/ Competencies: Computer literacy (Microsoft Office); Research and analytical skills; Reporting skills; Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine. Behavioural Competencies: Effective communications skills (written and verbal); Good interpersonal skills; Time management, Flexibility and ability to work under pressure.

**DUTIES** : Provide legal research support for the Department and the Judiciary; Assist with the provision of legal advisory services to the Department; Coordinate compliance with PAIA and PAJA; Manage litigation process for the Department; Draft legal documents / contracts / agreements for the Department; and evaluate, advise and coordinate legal matters relating to loss control for the Department.

**ENQUIRIES** : Ms C Gideon Tel No: (010) 493 2500

**POST 17/73** : **CHIEF REGISTRAR REF NO: 2019/491/OCJ**

**SALARY** : (MR-6) R473 820 – R1 140 828 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Mbombela High Court  
: An LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self- management.

**DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and 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 and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and 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 and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

**ENQUIRIES** : Mr M Maeko Tel No: (013) 753 9308

**POST 17/74** : **IT CO-ORDINATOR REF NO: 2019/492/OCJ**

**SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : Gauteng Provincial Centre: Johannesburg

**REQUIREMENTS** : A three-year National Diploma/ Degree in Information Technology. Advanced certificate in ITIL will be an added advantage. Three (3) years relevant experience of which 2 years must be at supervisory level. 1 Year end user training; a valid driver's licence. Technical knowledge/ Competencies: Project and Systems Management; Network administrator; Help Desk first line support; knowledge of Government prescripts, regulations and laws; Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget; Knowledge/ experience in evaluation on End-User Training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; Experience in (IT and general) Asset Management; Behavioural Competencies: Project and system management; Above average communication skills; Good interpersonal relations skills; Training and presentation skills; Problem solving and analytical skills; Planning and Organising; Customer service orientation.

**DUTIES** : Conduct functional training on Business Systems Applications; Provide IT first line support and liaison with the End-Users and LAN support; Liaise with Contracted Service Providers at Provincial level; Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the Provinces; Manage projects for Roll-out of Business systems and training; Compile regional report on the IT system usage and all the IT business systems undertaken.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404

**POST 17/75** : **OFFICE MANAGER REF NO: 2019/493/OCJ**

**SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : The Supreme Court of Appeal: Bloemfontein (Office of the President of the SCA)

**REQUIREMENTS** : A three-year National Diploma/ Bachelor's Degree in Office Management. 3-5 years' relevant experience in an Office Administration environment. Technical Knowledge/Competencies: Job Knowledge of office management responsibilities, systems and procedures; Excellent Communication skills and proficiency in English (verbal and written); Interpretation of law; Legal writing/drafting/legislative drafting skills; Knowledge of electronic information resource and online retrieval; Strong leadership and management capabilities; Ability to work long hours and under pressure and Computer literacy (MS Word, PowerPoint, Excel and Outlook).

**DUTIES** : Manage the office of the President of the Supreme Court of Appeal of South Africa, Attend to and record enquiries directed to the President, Tracking of enquiries/duties to ensure timeous compliance with various deadlines and directives, Manage and diarize all appointments and events, Ensure the correct application of regulations, resolutions, policies or any other relevant legal source or directive related to specific fields, liaise with all stakeholders with regard to matters emanating from the Office of the President, Check and manage all incoming and outgoing correspondence from the President's secretary to other stakeholders, Attend to research and retrieve material from the library accessible at the court physically and electronically, Check research submitted to the

President of the Supreme Court of Appeal by researchers, Proof reading and cite checking of all draft judgements done by the President of the SCA or any other judgement drafted by Judges for conferences. Retrieve and analyze pertinent information in order to prepare draft speeches and papers for local and international conferences, draft competent research memorandums for the President of the Supreme Court of Appeal, Monitor the performance and behaviour of secretaries, Manage absenteeism, and Conduct quality assurance of all Human Resource documents submitted to the Supreme Court of Appeal, Ensure that training needs are identified and attended to by means of informal and formal training, Manage and supervise the court sittings and tea room duties of the Judges Secretaries. Receive petitions filed at court, Draft detailed and competent summaries of the petitions, Ensure the details of parties, case number and area of law are identified, Compile a spreadsheet with list of petitions received and submit to the Chief Registrar.

- ENQUIRIES** : Ms MA Luthuli/ Ms N De LA Rey Tel No: (051) 406 8100
- POST 17/76** : **LAW RESEARCHER REF NO: 2019/494/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Bloemfontein High Court
- REQUIREMENTS** : An LLB degree or four year recognized legal qualification; 1-year relevant legal experience; A valid driver's licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- DUTIES** : Conduct legal research as required by the judges and other personnel of the court; Perform proof reading functions, drafting of speeches, legal articles and conference; Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence; Checking judgements for style and accuracy in citations; Conduct research as required by the Judge President's office which includes inter alia, writing competent research memorandums; Perform quasi-judicial functions; Attend to additional duties as assigned.
- ENQUIRIES** : Ms MA Luthuli Tel No: (051) 406 8100
- POST 17/77** : **STATISTICAL OFFICER REF NO: 2019/498/OCJ**  
Re-Advertisement: (Candidates who previously applied are encouraged to re-apply)
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Bisho High Court
- REQUIREMENTS** : A three year National Diploma or Degree in Statistics or equivalent qualification; 2-3 years' experience in statistical environment; a valid driver's licence; Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
- DUTIES** : Administer data collection instruments and surveys within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court

		Division; Train employees/ project members within the Respective Superior Court Division on utilization of information.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo (043) 726 5217
<b><u>POST 17/78</u></b>	:	<b><u>REGISTRAR REF NO: 2019/495/OCJ</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	(MR4-MR5) R310 566 – R912 504 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mthatha High Court
<b><u>REQUIREMENTS</u></b>	:	An LLB degree with at least 5 years' appropriate post qualification legal experience; A valid driver's licence will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management of staff; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; Attend to and execute requests from the Judiciary in connection with cases and case-related matters; Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo Tel No: (043) 726 5217
<b><u>POST 17/79</u></b>	:	<b><u>JUDGES SECRETARY REF NO: 2019/499/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</u></b>	:	Western Cape High Court: Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12. LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached. 1 to 3 years Secretarial experience or Office Assistant; A valid driver's license. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.
<b><u>DUTIES</u></b>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms M Baker Tel No: (021) 469 4000

<b><u>POST 17/80</u></b>	:	<b><u>CONTRACT JUDGE'S SECRETARY (X3 POSTS)</u></b> (3 years' contract)
<b><u>SALARY</u></b>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Local Division: Johannesburg Ref No: 2019/502/OCJ (X2 Posts) Gauteng Labour and Labour Appeals Court Johannesburg. The successful candidate will be expected to support the Labour and Labour Appeals sitting in Polokwane Ref No: 2019/503/OCJ (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. An LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached. 1 to 3 years' Secretarial experience or Office Assistant, A valid driver's license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.
<b><u>DUTIES</u></b>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by the Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms T Mbalekwa Tel No: (011) 335 0404
<b><u>POST 17/81</u></b>	:	<b><u>SUPPLY CHAIN OFFICER REF NO: 2019/504/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</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	A Three-year National Diploma or Degree in Supply Chain Management or equivalent qualification; Two (2) years working experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, Treasury Regulation etc.; In-depth knowledge of procurement systems, e.g. LOGIS; A valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure the implementation of Supply Chain Management are policies and prescripts are received from National Treasury; Assist with administration of contracts; Ensure that purchase orders are allocated to correct budget votes; Ensure payments of suppliers are made within 30 days; Monitor the ordering and issuing of store items; Monitoring of procurement request from end users and ensure timeous turn around; Assist with the monitoring of commitments and accruals; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Monitor the sourcing of quotation; Perform other duties as delegated by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms C Gideon Tel No: (010) 493 2500/2528

- POST 17/82** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: 2019/505/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a Secretariat Diploma; A degree in administration or equivalent qualification; Three (3) to five (5) years' experience in secretariat duties in rendering a support service to senior management; Knowledge of administration procedures; Knowledge of secretariat duties; Computer literacy; Sound of organising skills; High level liability; Written and verbal communication skills; Ability to act with tact and discretion; Ability to research and analyse documents and situations; Ability to understand and apply financial prescripts; Knowledge of dispute resolution process; Understanding of social and economic development issues; Basic financial management knowledge and knowledge of PFMA and National Treasury Regulations; Knowledge Management; Problem solving analysis; People management and empowerment; Client orientation and customer focus; Accountability and ethical conduct; a valid driver's licence.
- DUTIES** : Provide secretariat/ receptionist service to the CFO; Render administrative support services in co-ordinating and compiling various reports. Provide support to the CFO regarding meetings in relation to arrangements and minutes; Support the CFO with administration relating to the unit's budget; Provide logistical support in travel arrangements of the CFO; Perform and ad-hoc duties assigned from time to time.
- ENQUIRIES** : Ms C Gideon Tel No: (010) 493 2500/2528
- POST 17/83** : **CONTRACT REGISTRAR: CASE FLOW MANAGEMENT (X2 POSTS)**  
(Contract valid until 30 September 2019)
- SALARY** : (MR3-MR5) R257 073 – R912 504 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court Ref No: 2019/496/OCJ  
Pietermaritzburg High Court Ref No: 2019/497/OCJ
- REQUIREMENTS** : A four (4) year legal qualification; a minimum of 2 years' legal experience obtained after qualification, Superior Court or litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management of staff; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; Attend to and execute requests from the Judiciary in connection with cases and case-related matters; Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 17/84** : **REGISTRAR'S CLERK REF NO: 2019/506/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade 12. Experience in Clerical / administration functions will be an added advantage. Skills and Competencies: Computer literacy (MS Office with focus on excel); Good Communication skills (written and verbal); Good interpersonal

- relations; Problem solving skills; Customer service oriented; Be self-motivated  
Attention to detail; Flexibility; Ability to work under pressure.
- DUTIES** : Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters; Act as a liaison between judges and legal practitioners; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send case to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 17/85** : **ADMINISTRATION CLERK (CRT) REF NO: 2019/507/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Labour and Labour Appeals Court Johannesburg (X1 Post) The successful candidate will be expected to support the Labour and Labour Appeals sitting in Polokwane
- REQUIREMENTS** : Grade 12. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer Literacy; Planning and organisation; Good verbal and written communication.
- DUTIES** : Render general clerical support services; Provide supply chain support services within the component; Provide financial administration support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence as and when required, Keep and maintain the incoming and outgoing document register of the component.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 17/86** : **ACCOUNTING CLERK (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Free State Provincial Service Centre Ref No: 2019/508/OCJ  
Western Cape Provincial Service Centre: Cape Town Ref No: 2019/509/OCJ
- REQUIREMENTS** : Grade 12. Relevant experience in salaries and payments and knowledge of financial systems (PERSAL, BAS) will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Administration and organizational skills; Accuracy and attention to detail; Problem solving skills and ability to work under pressure.
- DUTIES** : Process the payment of creditors; Administer the collection of revenue; Perform salary administration support services; Check claims and other documents for correctness; Capture all financial transactions e.g. payments, allowances, overtime and claims; Administer petty cash; Handle internal and external enquiries; Perform general administrative duties.
- ENQUIRIES** : Free State: Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100  
Western Cape: Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 17/87** : **CONTRACT REGISTRAR'S CLERK: CASE FLOW MANAGEMENT (X2 POSTS)**  
(Contract valid until 30 September 2019)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Local Division: Johannesburg Ref No: 2019/510/OCJ

<b><u>REQUIREMENTS</u></b>	:	Port Elizabeth High Court Ref No: 2019/511/OCJ Grade 12 or equivalent qualification, 0-2 years' administration experience. Skills and Competencies: Computer literacy; excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Filing of civil processes; Render counter services; Act as liaison between judges and legal practitioners; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/ correspondence; Rendering of efficient and effective support services to the Court; Render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administrative support in the Registrar's office (general office and case flow management); Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/ or Supervisor; Assist in the filing and safekeeping of the recorded cases; Uploading and updating case information on registrar's tool.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404 Eastern Cape: Mr S Mponzo Tel No: (043) 726 5219
<b><u>POST 17/88</u></b>	:	<b><u>LIBRARY ASSISTANT REF NO: 2019/512/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 281 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Gauteng Division: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12. A valid driver's license, relevant experience and general knowledge for a Legal Library will be an added advantage. Technical Knowledge/ Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations; Library and information science matters; Procedures and processes. Behavioural competencies: Interpersonal relations; Knowledge of law subjects and legal phrases; Creative and analytical thinking skills; Computer literate; Knowledge of MS office; Customer service oriented; Communication skills both verbal and written; Attention to detail, accurate and precise; Impact and influence and Organizing.
<b><u>DUTIES</u></b>	:	Assist in the provision of Library Management; Assist in the provision of Collection Management; Assist in the provision of Information Dissemination Management.
<b><u>ENQUIRIES</u></b>	:	Ms T Mbalekwa Tel No: (011) 335 0404
<b><u>POST 17/89</u></b>	:	<b><u>USHER MESSENGER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R122 595 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Western Cape High Court: Cape Town Ref No: 2019/513/OCJ (X2 Posts) Gauteng Local Division: Johannesburg Ref No: 2019/514/OCJ (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12; 1 year relevant court exposure. Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and Analysis; Time Management; Client Orientation and Customer Focus; Report writing skills; Driving skills; Negotiation skills; Communication skills; Attentive to detail; Good interpersonal skills; Initiative driven and Flexibility.
<b><u>DUTIES</u></b>	:	The escorting of Judges to the court rooms; The rendering of administrative support functions to the Judges' and the court room crew; The maintenance of court rooms' records; The facilitation of the smooth- running of the court rooms and the collection and distribution of court files.
<b><u>ENQUIRIES</u></b>	:	Western Cape: Ms M Baker Tel No: (021) 469 4000 Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 07 June 2019, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessments (in compliance with the DPSA Directive on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

- POST 17/90** : **SENIOR SPECIALIST RESEARCHER: ORGANISATION AND ADMINISTRATION OF THE PUBLIC SERVICE (DIRECTOR LEVEL) REF NO: SSR/OAPS/7/2019**
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Public Service Commission House, Pretoria
- : A SAQA recognized Bachelor's Degree or equivalent qualification (new NQF level 7) in one of the following: Public Management or Public Administration or Social Sciences with proved primary research experience. A relevant post graduate qualification will be an added advantage. 5 years relevant experience in a senior management post. Minimum 10 years of leading and conducting research on public administration. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. A strong understanding of the Constitution and the intersection between the rights, values and principles as they relate to public administration. Experience and knowledge in the application of the provisions of



the relevant legislation and regulations that govern the Public Service. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License and willingness to travel.

**DUTIES**

: Undertake research projects in public administration. Undertake reviews and evaluations of the organisation and administration of the public service (Organisation and administration include all the institutional characteristics that determine the performance of the public service, including the regulatory framework, service delivery model, governance framework, policies, structures, systems and processes). Undertake service delivery evaluations, participatory evaluations and inspections. Undertake evaluations of the compliance of public service departments with the nine principles governing public administration in section 195 of the Constitution. Provide conceptual leadership in Monitoring and Evaluation and Public Administration. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

**ENQUIRIES**

: Ms IL Mathenjwa Tel No: (012) 352 1109

## DEPARTMENT OF PUBLIC WORKS

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



- CLOSING DATE** : 31 May 2019 at 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not older than 3 months) of qualifications (Matric and Tertiary Qualifications), valid driver's license (where necessary) and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.
- ERRATUM:** Kindly note that the applications for the post of Personal Assistant to the DDG Construction Programme Management with Ref No: 2019/82 with the closing date 24 May 2019 published in Public Service Vacancy Circular 16 dated 10 May 2019 must be forwarded to this address: 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.

## OTHER POSTS

- POST 17/91** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2019/83**
- SALARY** : R733 257 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience, GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at head office and in the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist

in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES** : Mr H Abrahams Tel No: (012) 406 1270  
**APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

**FOR ATTENTION** : Ms N.P Mudau

**POST 17/92** : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & OTHERS REF NO: 2019/84**

**SALARY** : R470 070 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** :

A three year tertiary qualification in Public Administration, Finance; accounting; economics; project management or related qualification. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Relevant experience on a supervisory level. Skills: interpersonal skills; ability to follow a proactive and creative problem; solving approach; advanced computer literacy. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence's suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased proprieties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: - liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process- audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

**ENQUIRIES** : Ms P Chabalala Tel No: 053 838 5206  
**APPLICATIONS** : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/93** : **ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2019/85**

**SALARY** : R470 070 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management and/or any Property-related qualification or equivalent, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.

**DUTIES** : As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.

**ENQUIRIES** : Mr M Machi Tel No: 053 838 5222  
**APPLICATIONS** : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/94** : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2019/86**

**SALARY** : R470 070 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Mechanical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver's license, computer literacy. Knowledge and understanding of the PFMA, the OHSA National Building Regulations, the environment Conversation Act, and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES** : Attend to day to day maintenance request from clients. Compile scope of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of the building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES** : Ms A Xentsa Tel No: 053 838 5345  
**APPLICATIONS** : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/95** : **ASSISTANT DIRECTOR: SCM LOGISTICS REF NO: 2019/87**

**SALARY** : R376 596 (per annum)  
**CENTRE** : Kimberley Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related as recognised by SAQA with relevant experience in supply chain management and procurement management, Related supply chain experience at supervisory level and knowledge of Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills and problem solving skills. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Coordinate and review the processing of requisitions for goods and services: Receive a requisition and process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods:- Receive and check goods. Capture goods on relevant LOGIS system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Manage travel, transport and archive related services- provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; manage the vehicle fleet; manage subsidised transport; source suppliers and services; implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices on LOGIS; Manage Registry and records including archives; ensure efficient turnaround times. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<b><u>ENQUIRIES</u></b>	:	Mr L Botshobana Tel No: 053 838 5272
<b><u>APPLICATIONS</u></b>	:	(For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms N Hlongwane
<b><u>POST 17/96</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS (INSPECTORATE AND COMPLIANCE) REF NO: 2019/88</u></b>
<b><u>SALARY</u></b>	:	R376 596 (per annum)
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Finance / Accounting or Auditing. Relevant working experience in the field of internal controls, finance and / or auditing experience. A valid drivers' license. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours.
<b><u>DUTIES</u></b>	:	Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC). Review the adequacy of evidence gathered to substantiate the

		investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.
<b><u>ENQUIRIES</u></b>	:	Mr L Botshobana Tel No: 053 838 5272
<b><u>APPLICATIONS</u></b>	:	(For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms N Hlongwane
<b><u>POST 17/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: 2019/89</u></b>
<b><u>SALARY</u></b>	:	R376 596 (per annum)
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Human Resource Management/Social Sciences with extensive appropriate experience in the field on a supervisory level. Valid drivers' license. Knowledge of PERSAL, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Skills: Analytical thinking, Language, proficiency Report writing skills, Numeracy, Research skills, Organising and planning, Computer literacy, Advanced, interpersonal, diplomacy and decision making skills. Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels, Ability to work independently.
<b><u>DUTIES</u></b>	:	The effective and efficient Human Resources Administration and provision of Human Resources advice- verify, approve and disapprove transactions on PERSAL; attend to queries and clarify matters pertaining to Human Resource Administration; provide guidelines and advice on Human Resources policies, procedures and processes; conduct information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all service benefits in terms of all types of leave, state guarantees, housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and service terminations – including payment of pension. The provision of effective human Resources Recruitment-ensure an objective and fair recruitment selection and appointment process; facilitate the internal and external transfer of staff; manage the structure of the Region. Implement JE results compile EE reports per component to management of the region the effective and efficient management of the Human Resources Registry-ensure a safe environment for files and other documents; put convenient registry systems in place for easy reference; ensure the documents are well filed. The effective and effective management and development of staff, conduct employee orientation; conduct knowledge management and assist employees in career development.
<b><u>ENQUIRIES</u></b>	:	Ms F Clark Tel No: (041) 408 2133
<b><u>APPLICATIONS</u></b>	:	(For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<b><u>POST 17/98</u></b>	:	<b><u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2019/90</u></b>
<b><u>SALARY</u></b>	:	R316 791 (per annum)
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in the built environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

**DUTIES** : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

**ENQUIRIES APPLICATIONS** : Ms A Xentsa Tel No: 053 838 5345  
: (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/99** : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2019/91**

**SALARY** : R316 791 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in electrical Engineering/ N3 plus a trade certificate (see Manpower Training Act, 1981) in the electrical field with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate (see Manpower Training Act, 1981). Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

**DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.

**ENQUIRIES APPLICATIONS** : Ms A Xentsa Tel No: 053 838 5345  
: (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/100** : **CHIEF WORKS MANAGER (ELECTRICAL): FACILITIES MANAGEMENT REF NO: 2019/92**

**SALARY** : R316 791 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in electrical Engineering/ N3 plus a trade certificate (see Manpower Training Act, 1981) in the electrical field with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate (see Manpower Training Act, 1981). Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage.

**DUTIES** : Assist Control Works Manager with the management of Electrical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

**ENQUIRIES** : Mr M Ntshona Tel No: (041) 408-2307

**APPLICATIONS** : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms F Clark

**POST 17/101** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/93 (LEASING X2 POSTS)**

**SALARY** : R316 791 per annum

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification or equivalent in Property management/Real Estate/Property Law, Public Management, Bcom, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement 75 processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively.

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

**ENQUIRIES** : Mr L Nelwamondo (JHB) Tel No: 011 713 6218

**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/102** : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2019/94**

**SALARY** : R316 791 per annum

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and with relevant years of work experience. The following will serve as recommendation. Knowledge of PFMA and treasury regulations, Knowledge of LOGIS and BAS and be computer literate. Be able and prepare to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver license will be added advantage.

**DUTIES** : To supervise expenditure section, including leasing and project payment as well as the management of documents. To authorise/approve the payment and journal transactions and transversal systems such as BAS, LOGIS, PMIS, WCS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the creditors and debtors accounts. Ensure the consolidation and submission of interim/annual Financial Statement inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her Supervision. To attend to other related duties as delegated by management.

**ENQUIRIES** : Mr N.G Mudau Tel No: (011) 0713 6085

**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/103** : **PERSONNEL PRACTITIONER: HRA REF NO: 2019/95**

**SALARY** : R257 508 per annum

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Human Resource Management/Development or equivalent qualification in Human Resources. Appropriate experience in Human Resource environment. General Knowledge of HR related Standards, Practices,



Processes and Procedures. Knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service. Structure and Functioning of the Department. Knowledge of persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information.

**DUTIES** : Administration of Leaves, appointments, transfers, promotions, service termination and retirements of personnel. Administer payments of transfers and relocation costs of employees. Ensure that matters relating resettlement expenditures are prepared well. Ensure payments of accrued benefits; source information regarding injury on duty. Capture and monitor personnel related transaction on persal. Assist in checking attendance register of employees, supervise the updating of registers and statistics, and provide support to line managers on matters relating employment of personnel. Handle and respond to helpdesk queries; provide administrative auxiliary services to the section, assist in the administration of the budget and related expenditure of the section.

**ENQUIRIES** : Mr M Mudau (JHB) Tel No: 011 713 6024  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/104** : **PERSONNEL PRACTITIONER: HRD REF NO: 2019/96**

**SALARY** : R257 508 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Human Resource Management/Development/Management of Training or equivalent qualification in Human Resources. Appropriate experience in Human Resource/Training environment. General Knowledge of HR development related Standards, Practices, Processes and Procedures. Regulatory framework related to HR development, including the skills development. Structure and Functioning of the Department. Knowledge of persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information.

**DUTIES** : Support the skills development process with regard to; compliance with legislative requirements; the skills facilitation process; development of individual development plans; development and implementation of the workplace skills plan; developing training plans and reports. Support learnership and internship processes; ensure access to skills development opportunities on the basis of individual development plans. Support development and participation of mentors and coaches; facilitates induction programme; facilitate the certification of successful learners; support the utilization of related service providers; maintain the skills development database; compile data on training statistics; provide secretariat support to regional education, development and training committees. Administer the allocation and management of bursaries. Support personnel performance management process; facilitate and monitor respective; determine and analyses trends on PMDS, Facilitate the reward of incentives for good performance and monitor the management of poor performance.

**ENQUIRIES** : Mr M Mudau (JHB) Tel No: 011 713 6024  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/105** : **ADMINISTRATION OFFICER (PROPERTY PAYMENTS) REF NO: 2019/97**

**SALARY** : R257 508 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Finance field preferably in accounting, Management, Business Administration, BCom or relevant qualification. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial

reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver's license would be an added advantage. Computer literacy.

**DUTIES** : Payments of accounts received from municipalities, service providers and land lords, in respect of rates, municipal services and accommodation leased by the Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals.

**ENQUIRIES** : Adv. J Monare (JHB) Tel No: 011 713 6051

**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/106** : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2019/98**

**SALARY** : R257 508 per annum

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration, or relevant qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.

**DUTIES** : Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.

**ENQUIRIES** : Ms F Khoza (JHB) Tel No: 011 713 6079

**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/107** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2019/99**

**SALARY** : R257 508 per annum

**CENTRE** : Port Elizabeth Regional Office

**REQUIREMENTS** : A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Building Environment/Construction, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Asset Management or Accounting with relevant experience in Property / Accounting / Immovable Asset Register Management. At least 2yrs experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES** : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform

such other duties, appropriate to the role, as may be required by the Deputy Director.

**ENQUIRIES** : Mr L Twala Tel No: (041) 408 2072  
**APPLICATIONS** : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.  
**FOR ATTENTION** : Ms F Clark

**POST 17/108** : **STATE ACCOUNTANT (INTERNAL CONTROLS) REF NO: 2019/100**

**SALARY** : R257 508 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A tertiary qualification in Supply Chain Management /Financial Management or equivalent, experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's license, Ability to adapt in accordance to office requirements.

**DUTIES** : Manage the irregular, fruitless and wasteful expenditure Investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC). Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.

**ENQUIRIES** : Mr SD Mkutukana Tel No: (041) 408 2040  
**APPLICATIONS** : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.  
**FOR ATTENTION** : Ms F Clark

**POST 17/109** : **WORKS MANAGER: MECHANICAL REF NO: 2019/101 (X2 POSTS)**

**SALARY** : R208 584 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in the Mechanical Engineering field/ relevant qualifications or A N3 and a passed trade test (see Manpower Training Act, 1981), in the building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

**DUTIES** : Render basic inspection service of work done on minor new and existing structures on a project basis through developing progress reports on outstanding and finalised work. Analyse and compile relevant documentation to be done on minor new and existing structure. Oversee the work of contractors.

**ENQUIRIES** : Mr KC Muthivheli Tel No: 011 713 6097  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/110** : **REGISTRY CLERK (PROVISIONING AND LOGISTICS) REF NO: 2019/102**

**SALARY** : R173 073 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : Grade 12/Senior Certificate with Appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite .Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

**DUTIES** : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

**ENQUIRIES** : Mr TE Matiso Tel No: 041 408-2007  
**APPLICATIONS** : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms F Clark

**POST 17/111** : **SWITCH BOARD OPERATOR REF NO: 2019/103**

**SALARY** : R145 281 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Grade 12/Senior Certificate or equivalent with relevant experience, general administrative procedures, knowledge of telephone systems, electronic media, Language proficiency, clear and well-articulated voice, effective verbal communication, and clients centered service delivery, computer literacy, numeracy, interpersonal relations. Hard working, tact and diplomacy and willing to adapt work schedule in accordance with office requirements, computer literacy, knowledge of telephone systems, Good interpersonal skills, language proficiency, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

**DUTIES** : Operate switch switchboard, Handling incoming and outgoing calls, respond to all internal and external telephone calls, direct/connect telephone calls as required, update the switchboard system, attend to faulty barring lines on the system, assist in swapping of extensions, create profile for new users and configuration of the phone, upgrading of call manager i.e. adding or deleting of users, Set up of call conference, call grouping-able to pick up call from other extensions, barring and unbarring of telephones lines.

**ENQUIRIES** : Mr M Magoso Tel No: (011) 713 6226  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/112** : **SENIOR FOREMAN: CLEANING SERVICES REF NO: 2019/104 (X3 POSTS)**

**SALARY** : R145 281 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Grade 12/Senior Certificate, where applicable, with relevant experience, Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills, Innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated; hard-working; trustworthy; highly motivated; ability to work independently.

**DUTIES** : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

**ENQUIRIES** : Mr KC Muthivheli (Jhb) Tel No: 011 713 6097  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/113** : **CLEANER REF NO: 2019/105 (X10 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Grade 10 or standard 8, level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

**DUTIES** : Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

**ENQUIRIES** : Mr K Muthivheli Tel No: (011) 713 6097  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/114** : **GROUNDSMAN REF NO: 2019/106**

**SALARY** : R122 595 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Grade 10 or Standard 8, Abet level 3 or equivalent. Appropriate experience in horticultural practices. Good interpersonal skills, basic communication and literacy. Knowledge on usage of gardening equipment will be an added advantage. Code 8 will be added advantage.

**DUTIES** : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults

and collecting garden refuse on to trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment's.

**ENQUIRIES** : Mr KC Muthivheli Tel No: (011) 713 6095  
**APPLICATIONS** : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau

**POST 17/115** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/107 (X2 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

**ENQUIRIES** : Ms N Dlela Tel No: 053 838 5275  
**APPLICATIONS** : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 17/116** : **TRADESMAN AIDS: WORKSHOP REF NO: 2019/108 (X2 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Kimberley Regional Office  
Station: Upington Water Treatment Plant

**REQUIREMENTS** : A Grade 10 Certificate or Abet level 4 Certificate plus general experiences. Good communication, leadership organizational skills.

**DUTIES** : The incumbent will be assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical, boiler operating and cleaning of equipment. Assist Artisans related to equipment's and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

**ENQUIRIES** : Mr. B Maano Tel No: (053) 838 5366  
**APPLICATIONS** : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

**CLOSING DATE** : 31 May 2019 at 16:00

**NOTE** : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver's license is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

## MANAGEMENT ECHELON

**POST 17/117** : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2019/202**  
Directorate: Property Management

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE REQUIREMENTS** : North West (Mafikeng)  
Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's license.

**DUTIES** : Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the

issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

- ENQUIRIES** : Mr RG Keothaile Tel No: (018) 388 7000
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### OTHER POSTS

- POST 17/118** : **CONTROL GEOGRAPHICAL INFORMATION SCIENCES (GISc)**  
**TECHNOLOGIST REF NO: 3/2/1/2019/182**  
 Directorate: Spatial Planning and Land Use Management Services

- SALARY** : R751 542 per annum (Salary in accordance with the OSD for Engineers)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : 3 - 4 years' GISc Degree or related Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organise, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's license.

- DUTIES** : Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and GIS to all clients in the Department. Develop training manual for end users on skills regarding to GISc. Ensure interoperability between systems to maximise efficiency. Publish data into a web based GIS to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GIS processes. Provide stakeholder management services. Manage and implement knowledge sharing



initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS Standards. Support draft Terms of Reference for GIS projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.

- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/119** : **DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2019/194**  
 Directorate: Property Management  
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : National Diploma/Bachelor Degree Real Estate, Property Management. 3 - 5 years' management experience in property management or related field. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Government Immovable Asset Management Act 2007, Land Reform Provision of Land and Assistance Act, State Land Disposal Act, Any other relevant law. Job related skills: Project Management, Analytical, Financial and presentation, Report writing, Computer Literacy, Interpersonal Relations. A valid driver's license. Willingness to travel.
- DUTIES** : Manage compliance with Property Management Systems and support to District. Effective implementation of State Land Lease and Disposal System. Manage and provide support to District staff. Administer the signing of leases and caretaker agreements. Effective implementation of State Land Lease and Disposal Policy. Manage farmers compliance to signed lease agreements. Manage records of original contracts and inspection reports. Safeguard of signed contracts. Timeous inspection of State Land and Assets. Manage and coordinate periodic land use investigations on leased immovable and verify DRDLR owned movable assets on such immovable assets. Ensure optimal and effective utilisation of State farms. Manage and timeous update of moveable Asset Register. Process disposal of redundant moveable assets. Participate in various committees e.g. beneficiary selection committee. Monitor of proper usage and maintenance of leased assets. Ensure optimal compliance to State Land Lease and Disposal Policy and terms of lease contracts. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subjects to agricultural lease or agricultural caretaker arrangements. Manage water use rights accounts.
- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 17/120** : **DEPUTY DIRECTOR: VENDOR MANAGEMENT REF NO: 3/2/1/2019/196**  
Directorate: ICT Portfolio Management
- SALARY** : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/National Diploma in Supply Chain Management. 3 years' experience in supply chain. Job related knowledge: Procurement process, Hardware and software, Business information/relation, Financial Management, Contract negotiation and Service Level Agreement. Job related skills: Computer literacy, Communication, Management, Planning, Organising, Analysing, Interpersonal relations.
- DUTIES** : Manage audit action plans and governance. Draft audit reports. Provide contract management services. Draft contracts for service providers. Ensure that contracts are agreed upon and signed before commencement of any/all services. Monitor contracts. Draft Service Level Agreements and monitor service provider's performance. Facilitate all Information Communication Technology (ICT) procurement activities/administration. Ensure effective and efficient procurement processes. Facilitate payments of service providers. Monitor and keep up actions. Ensure service provider relations management. Build good relations with service provider. Monitor and evaluate service provider performance.
- ENQUIRIES** : Mr P Moeketsane Tel No: (012) 407 4515
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/121** : **DATABASE ADMINISTRATOR REF NO: 3/2/1/2019/197**  
Directorate: ICT Service Management
- SALARY** : R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Computer Science (Engineering)/Information Technology. 3 years' middle management experience in Information Management, Database Administration experience and LINUX/UNIX (Operating System) Administration experience. Job related knowledge: Procedural Language/Structured Query Language (PL/SQL), Oracle 10g/11i/12c and Microsoft SQL 2012/2014/2016, Tuning and troubleshooting database instances, Installing databases on Windows/LINUX/UNIX, Experience configuring and maintaining highly scalable environment, Oracle Real Application Clusters (RAC) and Microsoft SQL Server always on is preferred, Oracle and Microsoft SQL backup/recovery methodologies and strategies. Job related skills: IT, Communication (written and verbal), Teamwork and negotiation, Troubleshooting and problem-solving, Analytical, Organisational. A willingness to learn about new developments. Ability to work to tight deadlines under pressure.
- DUTIES** : Manage the Database Administrator (DBA) team. Oversee the database administrators. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and administer all databases required for development, testing and production. Install database software and any other tools that access the database. Do database health checks. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Perform the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advise the backup team on the database that must be backed up. Device backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and

recovery. Implement and enforce security for all databases. Creating and administering user profiles. Grading optimum privileges to users in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintain database constraints to ensure integrity of the database. Evaluate releases of database and its tools and third party products to ensure that the sites are running the products that are most appropriate.

**ENQUIRIES** : Mr P Moeketsane Tel No: (012) 407 4515  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

**POST 17/122** : **PROJECT COORDINATOR: TRAINING REF NO: 3/2/1/2019/198**  
 Directorate: Land Rights Policy and Systems Development

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree in Public Relations/Business Administration. 3 – 5 years' working experience in the relevant field. Job related knowledge: Content development, Interpretation of statutes relative to land rights, Land Rights Policy and legislation and procedures, Land Rights procedures, products and guidelines, Public Service Training and Development Framework. Job related skills: Planning and organising, Training and development, Analytical and research, Report writing, presentation and facilitation, Computer literacy. A valid driver's license. An initiative, self-driven individual willing to travel and/or work irregular hours.

**DUTIES** : Conduct training needs analysis. Design the tool to identify training gaps. Collect data using the tool. Consult with relevant stakeholders. Analyse information collected. Compile a report. Develop capacity building programmes. Design capacity building programmes based on the training needs analysis. Package capacity building programmes. Obtain approval. Facilitate and present capacity and awareness programmes to internal and external clients. Develop training plan and schedule. Identify internal or external facilitators. Coordinate logistical arrangements. Facilitate and present capacity building and awareness programmes. Compile capacity building and awareness programmes report. Conduct impact assessments on the capacity and awareness programmes. Design impact assessment tool. Analyse data collected. Compile impact assessment report. Review and refine capacity and awareness programmes. Identify areas of improvement.

**ENQUIRIES** : Mr N Mehloakulu Tel No: (012) 312 8856  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

**POST 17/123** : **PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/199**  
 Directorate: Strategic Land Acquisition

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : KwaZulu-Natal (Vryheid District)  
**REQUIREMENTS** : Bachelor Degree/National Diploma in Agricultural Studies. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years' relevant experience. Job related knowledge: Department's Policies, prescripts and practices pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business

- requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Financial Management, Report writing and Computer Literacy. A valid driver's license. An initiative, self-driven individual willing to travel and work irregular hours.
- DUTIES** : Plan, implement, monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related Policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
- ENQUIRIES** : Ms T Sikhosana Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/124** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 3/2/1/2019/183**  
Directorate: Labour Relations  
This is a re-advertisement, applicants who applied previously must reapply
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Law, Labour Relations/Human Resources Management. 3 years' experience in Labour Law, Labour Relations and Human Resources. Job related knowledge: Public Service Prescripts, Labour Law/Relations Prescripts (Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety and Skills Development), Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (PAIA). Job related skills: Investigation, Report writing, Computer literacy, Communication (written and verbal), Negotiation, Mediation and conflict resolution, Problem solving, Interpersonal relations, Presentation and facilitation, Analytical. A valid driver's license. Prepared to travel and work under pressure. Must be a highly developed, independent, creative and innovative individual.
- DUTIES** : Facilitate and supervise the prompt finalisation of misconduct cases. Facilitate and supervise disciplinary cases and ensure that they are dealt with within 90 days of receipt. Supervise and monitor implementation and adherence of prescripts governing misconduct. Supervise and monitor coordination of the appointment of chairpersons and initiators. Discuss, prepare and ensure proper representation at disciplinary enquiry as required. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Coordinate and facilitate appointment of external service providers in complex cases. Draft appeal memo's and ensure expeditious of appeal. Provide efficient and effective advice on disciplinary matters. Facilitate and supervise the prompt finalisation of grievance cases. Facilitate and supervise grievance cases and ensure that they are dealt with within 30 working days/agreed upon timeframes from the date of receipt. Supervise and monitor implementation and adherence of prescript governing grievance. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executing Authority, and Public Service Commission when necessary. Ensure and monitor the

implementation of the outcome of grievances. Facilitate the effective finalisation of disputes. Represent the Department at conciliations and arbitrations. Obtain mandate and/or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services/external service provider/counsel. Ensure proper preparation and presentation of cases. Implement capacity building programmes. Provide and facilitate training to business units on request. Provide assistance to Service Providers with the facilitation of SMS training. Advise employees on daily basis. Manage relationships with organised labour and assist in collective bargaining processes. Provide assistance with the preparation for DBC meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in area of responsibility. Promote and enforce a cordial relationship with shop stewards in area of responsibility.

**ENQUIRIES** : Mr J Masilela Tel No: (012) 312 9580  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.  
**NOTE** : African, Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 17/125** : **CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2019/195**  
 Directorate: Service Delivery Coordination

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Bachelor's Degree in Development Studies/Social Sciences/Public Administration (Management). 3 years' of experience in monitoring, evaluation and in research. Job related knowledge: State Information Act, Monitoring and Evaluation Systems, Tools, Indicator Development, Legislation and Policies administered by the Department, Research Methodology, Project and Programme Management, Understanding of government wide monitoring and evaluation framework. Job related skills: Computer literacy, Statistical analysis, Data Warehouse Management, Analytical and research, Communication. A valid driver's license. Ability to customise and target information to user requirements.

**DUTIES** : Conduct monitoring of projects in various Districts in the Province. Monitor and evaluate performance of land reform and rural development projects. Produce report on performance of projects to provide early warning. Collect data and compile project database. Conduct data verification on reports submitted by Branches. Analyse the report to ensure compliance. Analyse and interpret research statistical data. Update statistical information on Provincial project database. Monitor and update project database. Produce statistical information on project and programme performances. Develop monitoring and evaluation systems, tools and procedures for effective and efficient Departmental/organisational performance and project monitoring and evaluation. Provide support to Provincial Monitoring and Evaluation Officers and Programme Managers. Record submission of reports by Branches.

**ENQUIRIES** : Mr W Mambana Tel No: (012) 337 3655  
**APPLICATIONS** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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

**POST 17/126** : **ASSISTANT DIRECTOR: SECRETARIAT REF NO: 3/2/1/2019/203**  
 Directorate: Secretariat Support Services

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Public Administration/Business Administration and Office Management and Technology. 3 years' supervisory and administrative experience in an executive secretariat environment. Job related knowledge: Minutes taking at an executive/top management meetings, Understanding of

Government objectives and prescripts. Job related skills: Planning and organising, Communication (verbal and written), Interpersonal relations, Analytical, Problem solving, Language. Ability to work under pressure as well as the willingness to work irregular hours and weekends. A valid driver's license. Ability to travel extensively. Ability to work in a team.

**DUTIES**

: Facilitate logistical arrangements for the Department of Rural Development and Land Reform (DRDLR) Management Internal Governance Structures. Implement all the Supply Chain Management Policies/procedures when facilitating the sourcing/procurement of goods and services for meetings. Implement the standards and checklists developed for provision of logistics for Top and Executive Management Meetings. Facilitate quicker turn-around times on requests and issuing of quotations for venues and facilitate management and executive meetings. Manage the coordination of order numbers receipts from Supply Chain Management. Evaluate standards of services/goods procured before routing the invoices for payment. Assess venues and facilities to ensure compliance with various prescripts/Policies. Manage the process of setting up boardrooms for Executive Management Meetings. Manage the process of audio recording proceedings of the meetings. Ensure safekeeping of meetings equipment (laptops, microphones, Wireless Application Protocol and data projectors) for internal boardrooms and those used for meetings in external venues. Provide secretariat support services for DRDLR Management Internal Governance Structures. Issue meetings notices. Receive items to be discussed from Branch Heads/Programme Managers. Compile the draft agenda. Submit the agenda to the relevant Chairperson for approval. Circulate approved agenda to all members. Record the meetings proceedings, compile minutes and circulate to members for inputs. Submit adopted minutes for approval by the Chairpersons of the various Forums. Manage electronic and manual filing of documents for Top and Executive Management. Ensure that attendance register is compiled and signed by all members of various Forums. Maintain the minutes register book of signed minutes. Monitor and facilitate compliance on records management for Top and Executive Management Meetings documents as per the governing prescripts. Monitor the implementation of key decisions taken from DRDLR Management Internal Governance Structures. Compile action/decisions list from the various Forums. Compile decisions registers and report on quarterly basis for all meetings. Circulate the actions/decisions list to all members for implementation of decisions and feedback to secretariat. Follow up on implementation of decisions. Update status on implementation of decisions on the relevant decisions registers. Submit the updated quarterly decisions register to the Head of Secretariat for analysis and reporting to relevant governance structures. Coordinate the operations of the Sub-Directorate: Executive Support. Submit inputs on the Directorate's Operational Plan, Procurement/Demand Management Plan. Provide inputs on Departmental Year Plan pertaining to meetings for DRDLR Management Internal Governance Structures. Facilitate the review of terms of reference of DRDLR Management Internal Governance Structures. Monitor and facilitate compliance on records management for administrative documents related to the operations of the Directorate (as per the governing prescripts). Maintain and update the meeting templates as and when required to ensure compliance on the Directorate's standards. Ensure compliance on Departmental Policies. Manage and supervise officials reporting directly to the Assistant Director position.

**ENQUIRIES**  
**APPLICATIONS**

: Mr L Maiketso Tel No: (012) 312 8708  
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

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

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

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



- APPLICATIONS** : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring their ID/driver's license/passport to get access to the department.)
- CLOSING DATE** : 31 May 2019
- NOTE** : Applications must be accompanied by a signed Z83 application for employment form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority (SAQA). Evaluation by SAQA should accompany all foreign qualifications. The department reserves the right not to make an appointment and correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the department. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance. All shortlisted candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise as part of the selection processes. Recommended candidates would attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment, and using the mandated DPSA SMS competency-assessment tools). It is the department's intention to promote representatively (race, gender and disability) within the department and candidates whose appointment would promote representivity would receive preference.

**MANAGEMENT ECHELON**

- POST 17/127** : **DIRECTOR: INNOVATION POLICY RESEARCH**  
(Re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 005 063 - R1 183 932 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : B-Tech/Honours in Science/Social Science/Commerce (minimum NQF level 7). A qualification in Innovation Policy Development will be an added advantage. Minimum of five year's working experience at a middle or senior management level in the science, technology innovation and research policy field. Knowledge of and experience in national and international innovation systems analysis. Best practice in innovation instrument design, Understanding of research and innovation management processes. Practical understanding of the role of science and technology innovation in socio-economic growth. In-depth knowledge of government policy and systems. Incumbent must have interpersonal, negotiations, networking and advanced communication skills. Project planning, implementation and evaluation skills. Project and financial management skills. Personal attributes should include high degree of motivation and initiative thinking, as well as participate as a member of cross functional and multidisciplinary teams. Be able to work under pressure and work with a range of diverse stakeholders and to manage potential conflict.
- DUTIES** : Manage innovation policy and technology commercialization research projects. Manage national and international policy research in respect of innovation and knowledge economy development trends. Enable strategic business and market intelligence gathering, analysis and dissemination. Strategic management including people management and empowerment and financial management.
- ENQUIRIES** : Ms Dolly Masuku Tel No: 012 843 6692

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

**CLOSING DATE** : 03 June 2019

**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**

**POST 17/128** : **DEPUTY DIRECTOR: RADIOGRAPHY REF NO: H/D/11**

**SALARY** : R857 559 per annum (OSD)

**CENTRE** : Universitas Hospital, Bloemfontein

**REQUIREMENTS** : Degree/Diploma in Diagnostic Radiography. Registration with the (HPCSA) as Diagnostic Radiographer. A minimum of 5 year's appropriate experience as Diagnostic Radiographer after registration with HPCSA of which 3 years must be appropriate experience on Management level. Knowledge and Skills: Extensive experience as a Chief Radiographer.

**DUTIES** : Manage clinical function to ensure optimal service delivery. Manage, develop and implement quality systems in line with provincial, national and international standards. Management of radiography department to ensure that an efficient and effective radiography service is delivered through the efficient and effective utilization of human resources. Keep up to date with new development in the radiography work and management. Plan and ensure that radiography research work and development are undertaken. Undertake complex radiography research work. Perform and/or ensure that all the administrative functions required in the unit are performed. Management of equipment. Financial management.

**ENQUIRIES** : Dr F A Gebremariam, Tel No: (051) 4053471

**APPLICATIONS** : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room1115 Me Finger, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION** : Me A Lombard



**POST 17/129** : **CLINICAL NURSE PRACTITIONER: PNB-1-PNB-2: MATERNITY REF NO: H/C/33**

**SALARY** : Grade 1: R383 226 per annum (OSD)  
Grade 2: R471 333 per annum (OSD)

**CENTRE** : Dihlabeng Hospital, Bethlehem

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration with the South African Nursing Council. Must be willing to work shifts. Ability to provide holistic care. Knowledge and Skills: Experience in EMTCT, PPIP, CARMMA & ESMOE. Knowledge of management of people, financial and conflict management. Computer literacy. Advanced Antenatal course attendance will be an added advantage.

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

**ENQUIRIES** : Me M E Royi Tel No: (058) 307 1254

**APPLICATIONS** : The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

**FOR ATTENTION** : Me T Harris

**POST 17/130** : **CLINICAL NURSE PRACTITIONER: PNB-1-PNB-2: THEATRE: REF NO: H/C/32**

**SALARY** : Grade 1: R383 226 per annum (OSD)  
Grade 2: R471 333 per annum (OSD)

**CENTRE** : Dihlabeng Hospital, Bethlehem

**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic Operating Theatre nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic Operating Theatre nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration with the South African Nursing Council. Knowledge and Skills: Knowledge of the management of people, financial and conflict management. Computer literacy.

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

**ENQUIRIES** : Me M E Royi Tel No: (058) 307 1254

**APPLICATIONS** : The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

**FOR ATTENTION** : Me T Harris

**POST 17/131** : **DIETICIAN REF NO: H/D/10**

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

**DUTIES** : Render preventative Nutrition Services (including growth monitoring, education, etc) in the hospital and surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes.

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

**POST 17/132** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/46**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Thusanong Hospital, Odendaalsrus  
**REQUIREMENTS** : Degree/ Certificate, Diploma in Supply Chain Management equivalent requiring a minimum period of study of three years plus 3 - 5 years' relevant experience. LOGIS / BAS Training, Knowledge and Skills: Knowledge of LOGIS System, Knowledge of the relevant Supply Chain Management Legislation/ Directives, Communication and interpersonal skills. Problem solving skills, Computer skills, Numeracy skills. Literacy skills, Supervisory skills, Analytical Skills. Commitment, Integrity, Professionalism. Loyal, Confidentiality. Team leadership, Planning and organizing. Time management, Creative and innovative. Presentation skills, Driver's license.

**DUTIES** : Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management service for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.). Assets (Disposals), Loss Control, Demands, Acquisitions. Render a Supply Chain Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practises. Provide Supply Chain Information and Knowledge. Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises. Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS / BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalization of outstanding payments / submissions / recommendations.

**ENQUIRIES** : Me M Tsibulane Tel No: (057) 391 7900

**APPLICATIONS** : The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION** : Mr T D Tsotetsi

**POST 17/133** : **ARTISAN FOREMAN REF NO: H/A/34**

**SALARY** : R304 263 per annum. OSD

**CENTRE** : Diamant Hospital: Jagersfontein

**REQUIREMENTS** : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate will be an added advantage. Knowledge and Skills: Ability to repair medical equipment.

**DUTIES** : To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Repair of life support equipment and other medical equipment if need arises. Advice management on equipment related matters. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES** : Me L L Moathodi Tel No: (051) 724 9310

**APPLICATIONS** : The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered @ 11 Weil Street, Jagersfontein

**FOR ATTENTION** : Me SQ Leshabane

**POST 17/134** : **TRANSPORT OFFICER REF NO: H/T/1**

**SALARY** : R257 508 per annum (Level 07)

**CENTRE** : Thusanong Hospital, Odendaalsrus

**REQUIREMENTS** : A Relevant 3-year Diploma/Degree (Transport/Fleet Management) or equivalent qualification Plus 2 years' relevant experience in Management of transport. Knowledge and Skills: Knowledge of the relevant Transport Management Legislation/ Directives. Communication and interpersonal skills. Problem solving skills, Computer skills, Numeracy skills. Literacy skills, Analytical Skills. Commitment, Integrity, Professionalism. Loyal, Confidentiality. Planning and organizing, Time management, Creative and innovative. Presentation skills, Driver's license.

**DUTIES** : Control transport and ensure the best and most economical method of utilization (co-ordination of trips). Exercise control over the maintenance of official vehicles. Closing of logbooks and handling the cost-center. Issuing trip authorities. Co-ordinate transport and ensure that it is used in the best and most advantageous manner. Exercise control on the maintenance and expenditure related to the use of vehicles. To arrange the proper keeping, checking and dispatch of records and returns. To report infrequent used/unused vehicles to The Head: Admin and Support. To ensure that vehicles under his /her control are kept in good condition and are checked regularly. To ensure that all directives relating to the use and maintenance of vehicles are adhered to. To ensure that trip authority is completed in duplicate and that duplicates are filed chronologically. To ensure safekeeping of all registers e.g. vehicles register, register in with all collisions are reported, recorded and registered for trip authorities.

**ENQUIRIES** : Me M Tsibulane Tel No: (057) 391 7900

**APPLICATIONS** : The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION** : Mr T D Tsotetsi

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Operational Manager Nursing: Specialty Critical Care (**for Sebokeng Hospital**) with Ref No: SEB-ONM/05 advertised in Public Service Vacancy Circular 15 dated 26 April 2019, the Salary and requirements of the post has been amended as follows: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate/recognizable experience in Critical Care Unit after obtaining the one year diploma in Critical Care Nursing. The salary should be R562 800. People who applied are encouraged to re-apply, the closing date has been extended to the 29 May 2019. Kindly note that the post of Chief Clinical Technologist (Pulmonology) Grade 1 (**for Chris Hani Baragwanath Academic Hospital**) with Ref No: CHBAH 152 advertised in Public Service Vacancy Circular 16 dated 10 May 2019, the requirements of the post has been amended as follows: An appropriate B Tech degree or National Diploma in Clinical Technology in Pulmonology. A minimum of 3 years appropriate experience in a Hospital setting in Pulmonology, there is no need to re-apply as the application will be considered. Enquiries: Mr. MW Madondo Tel No: (011) 933-9412. Kindly note that the post of Diagnostic Radiographer with Ref No: KPHT/DR/05/19 (**for Kalafong Provincial Tertiary Hospital**) advertised in Public Service Vacancy Circular 16 dated 10 May 2019, was advertised with incorrect salary scale, the correct salary scale should be: Grade 1: R317 976 – R361 872 per annum, Grade 2: R372 810 – R426 291 per annum and Grade 3: R439 164 – R532 959 per annum.

**OTHER POSTS**

<b><u>POST 17/135</u></b>	:	<b><u>HEAD CLINICAL DEPARTMENT (DENTAL): ORTHODONTICS REF NO: HCD/ORT/01/05</u></b> Directorate: Orthodontics Department
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R2 161 416 – R2 294 040 per annum (inclusive package), excl commuted overtime Wits Oral Health Centre Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Orthodontics. Registration with HPCSA as a Dental Specialist in Orthodontics, Independent Practice. A minimum of 3 years appropriate Clinical experience as Specialist in Orthodontics after registration with Health Professional Council of South Africa. Supervision to completion of Orthodontics Registrars and MSc in Dentistry. Minimum of 3 years' experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record. Good standing in the profession.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible inter alia, for the general management and administration of the Orthodontics Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching & training, development and supervision of research projects, academic outreach. Management of the department including Finances.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof MS Nemutandani Tel No: 011 488 4893/4864 must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted. NB: The incumbent should be a catalyst for Transformation. The academic level of the University appointment will be determined on an individual basis applicable to the University of the Witwatersrand criteria.
<b><u>CLOSING DATE</u></b>	:	31 May 2019

<b><u>POST 17/136</u></b>	:	<b><u>HEAD CLINICAL UNIT (DENTAL): MAXILLO-FACIAL AND ORAL SURGERY</u></b> <b><u>GRADE 1 REF NO: HCU/MFOS/01/06</u></b> Directorate: Maxillo-Facial and Oral Surgery
<b><u>SALARY</u></b>	:	R1 728 807 - R1 834 890 per annum (inclusive package) excluding commuted overtime
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with the HPCSA as Dental Specialist in Maxillo-Facial and Oral Surgery specialty. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or a in a recognized specialty. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.
<b><u>DUTIES</u></b>	:	To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Maxillo-Facial and Oral Surgery.
<b><u>ENQUIRIES</u></b>	:	Prof R Rikhotso Tel No: (011) 717 2130
<b><u>APPLICATIONS</u></b>	:	must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/137</u></b>	:	<b><u>DENTIST GRADE 3</u></b> Directorate: Orthodontics
<b><u>SALARY</u></b>	:	R1 089 693 (all inclusive)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Ortho. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for Medunsa Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research.
<b><u>ENQUIRIES</u></b>	:	Prof Sethusa Tel No: (012) 521 4853
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/138</u></b>	:	<b><u>MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: FERH/MED/04</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive package) Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive package) Grade 3: R1 467 651 – R1 834 890 per annum (all-inclusive package)
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as a Medical specialist in the internal medicine. Proof of current registration.

**DUTIES** : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.

**ENQUIRIES APPLICATIONS** : Dr PS Lobo Tel No: 011 812 8546  
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** : 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019

**POST 17/139** : **MEDICAL SPECIALIST REF NO: HRM 37/2019**  
Directorate: Urology

**SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum plus benefits  
Steve Biko Academic Hospital  
HPCSA registration as a Urologist. Experience in academic involvement. Proven experience in teaching and research with relevant publications. Managerial competencies. Rendering of clinical services.

**DUTIES** : Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Urology department team in the hospital. Seeing patients and operation, conduct ward rounds, competency in theatre. Willingness to superspecialise will be a bonus.

**ENQUIRIES APPLICATIONS** : Prof. Moshokoa EM Tel No: (012) 354 1513  
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE** : 31 May 2019

**POST 17/140** : **REGISTRAR**  
Directorate: Maxillo Facial and Oral Radiology

**SALARY CENTRE REQUIREMENTS** : R821 205 per annum (all inclusive)  
Medunsa Oral Health Centre  
Degree in Dentistry. Registration with HPCSA as a Dentist with at least two years' experience as a dentist and completed their community service obligation. Post graduates courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

**DUTIES** : The Registrar will pursue a course of study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through The course of the study, the registrar will deliver service by undertaking treatment of patients at (Medunsa) Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The Registrar will also be required

to execute research project as well as be involved in the training of undergraduate students.

**ENQUIRIES** : Prof Munzhelele Tel No: (012) 521 4858

**APPLICATIONS** : The applications can be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S531 fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001.

**CLOSING DATE** : 31 May 2019

**POST 17/141** : **MEDICAL REGISTRAR REF NO: HRM 38/2019**  
Directorate: Urology

**SALARY** : R821 205 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : HPCSA registration as a urologist. Primaries- Part 1 College exam or equivalent. Experience in surgical skills.

**DUTIES** : Registrars will inter alia be responsible for rendering of clinical services. Assessment and treatment of patients, related administrative duties, participating in all activities of the discipline in relation to teaching and research, participate in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Registrars will be rotated through related departments at various hospitals, comprising of Steve Biko Academic Hospital as well as hospitals served in specific outreach programmes.

**ENQUIRIES** : Prof. Moshokoa EM Tel No: (012) 3540 1513

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE** : 31 May 2019

**POST 17/142** : **MEDICAL OFFICER REF NO: HRM 39/2019**  
Directorate: Emergency Medicine

**SALARY** : R821 205 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MBChB. advanced life support training including any of the following: ACLS, ATLS, PALS, ANLS, EMTSS, VAPP, Empret airway course, Empret EKG course. One year of experience in an emergency unit.

**DUTIES** : Service delivery in the emergency unit of SBAH. Managing P1 and P2 patients in the emergency unit. Managing of P# patients in the triage section of the unit. Registrars are expected to perform a training program for 4 years. During this time they will rotate to Kalafong and Thembisa hospitals for a period determined by the head of the specialty. They will be expected to present academic material in various formats during these days. Attendance of an in service training and M&M meetings. Presenting cases during academic meetings. Training of junior doctors, nurses and medical students. Overtime duties are included and are a necessary part of the working hours in the emergency unit.

**ENQUIRIES** : Prof Engelbrecht A Tel No: (012) 354 2147/4838

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE** : 31 May 2019

**POST 17/143** : **MEDICAL REGISTRAR REF NO: HRM 40/2019**  
Directorate: Emergency Medicine

**SALARY** : R821 205 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

- REQUIREMENTS** : MBcHB. Advanced life Support training including any of the following: ACLS. ATLS, ANLS, EMTSS, VAPP, Empret airway course, Empret EKG course, EMSOE.
- DUTIES** : Service delivery in the emergency unit at Steve Biko Academic Hospital. Managing P1 and P2 patients in the emergency unit. Managing of P3 patients in the triage section of the unit. Registrars are expected to perform a training program of 4 years. During this time they will rotate to other clinical departments that form part of their registrar program. They will also rotate to Kalafong and Tembisa hospitals for a period determined by the head of specialty. Registrars will be expected to present academic material in various forms during these days. Attendance of in service training and M&M meetings. Presenting cases during academic meetings. Training of junior doctors, nurses and medical students. Overtime duties are included and are necessary part of the working hours in the emergency unit.
- ENQUIRIES** : Prof Engelbrecht A Tel No: (012) 354 2147/4838
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 May 2019
- POST 17/144** : **MEDICAL OFFICER (ANAESTHETICS) REF NO: FERH/MED/05**  
Directorate: Medical
- SALARY** : Grade 1: R821 205 - R884 670 per annum (all-inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)  
Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a medical practitioner. Post community service and Proof of current registration as a medical practitioner (Medical Doctor).
- DUTIES** : The incumbent will be involved in peri-operative patients care which includes Pre-aesthetic check & plan, Anaesthesia, pain control and post-operative care in recovery. Teaching junior doctors. Follow protocols of Witwatersrand University cluster. Willing to do commuted overtime.
- ENQUIRIES** : Dr PS Lobo Tel No: 011 812 8546
- APPLICATIONS** : 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** : 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019
- POST 17/145** : **MEDICAL OFFICER (FAMILY MEDICINE) REF NO: FERH/MED/06**  
Directorate: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum (all-inclusive package)  
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive package)



<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive package) : Far East Rand Hospital : Appropriate qualification that allows registration with HPCSA as a medical practitioner. Post community service and Proof of current registration as a medical practitioner (Medical Doctor). Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/PALS will be advantageous. Diploma in Family medicine or/ and HIV management will be advantageous.
<b><u>DUTIES</u></b>	: The incumbent. Will co-ordinate and manage care at the outpatients department, emergency during calls and HIV clinics. Being able to interact with the referring clinic and provide guidance for improving care at the primary health service level. Participate in CME as well as mortality & morbidity meetings. Supervising of junior doctors (undergraduate doctors, interns and community service). Willing to do commuted overtime.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr PS Lobo Tel. No: 011 812 8546 : 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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>	: 31 May 2019
<b><u>POST 17/146</u></b>	: <b><u>DENTIST GRADE 1 (DEVELOPMENTAL) (X5 POSTS)</u></b> : Directorate: MFOS (X2 Posts); Perio (X1 Post); Prostho (X1 Post); and Comm Dent (X1 Post)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R797 109 per annum (all inclusive) : Medunsa Oral Health Centre : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
<b><u>DUTIES</u></b>	: The incumbent will be an anchor in the department with respect to the following key performance areas: Provide Oral Health Services at Medunsa Oral Health Centre. Management of the Oral Health programme for Medunsa Oral Health Centre. Teaching/training undergraduate dental students including Academic Administration. Prepare and deliver dental lectures in Maxillofacial and Oral Surgery. Facilitate learning for dental undergraduate students. Maintain physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to session Dentists. Plan and monitor the delivery of dental services to Perio patients at Medunsa Oral Health Centre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Prof Munzhelele Tel No: (012) 521 4858 : The applications can be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	: 31 May 2019

<b><u>POST 17/147</u></b>	:	<b><u>PHARMACIST REF NO: LERA/PHARM/0014 (X2 POSTS)</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	Grade 1: R693 372 - R735 918 per annum (All inclusive package) Grade 2: R751 026 – R797 109 per annum (All inclusive package) Grade 3: R821 205 – R871 590 per annum (All inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Leratong Hospital Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Pharmacist. Ability to work in a team. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. Good technical work skills. Time management skills. Good analytical skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
<b><u>DUTIES</u></b>	:	Provision of pharmaceutical care. Compounding, manufacturing and manipulation of medicine. Purchase and supply/distribution of medicine. Provision of information. Register as a tutor and assist with training of staff including PMDS assessments. Recording, reporting and the maintenance of documents. Promote Public Health. Project management to promote research and development. Understand, implement, apply and adhere to relevant policies including Lean Management, legislation relating to pharmacy and NDOH. To ensure a quality cost effective service. Participate in research and undergo continuous profession development. Carry out any lawful instruction / delegation issued by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Rehana Laher Tel No: 011 411 3882 Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form 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> . Attached Certified copies of ID document, relevant qualification/s including matric certificate, SAPC registration certificate and proof of current registration with SAPC. Certification should not be older than three months. 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 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
<b><u>CLOSING DATE</u></b>	:	31 May 2019 at 12h00 PM
<b><u>POST 17/148</u></b>	:	<b><u>HEAD OF DEPARTMENT NURSING COLLEGE – COMMUNITY NURSING AND CLINICAL HEALTH ASSESSMENT, TREATMENT AND CARE REF NO: 3/4/1/2/5</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND3: R579 696 – R672 018 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ann Latsky Nursing College Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Registration in Clinical Nursing, Health Assessment Treatment and Care and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A

minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.

**DUTIES** : Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.

**APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE** : 31 May 2019

**POST 17/149** : **HEAD OF DEPARTMENT NURSING COLLEGE – GENERAL NURSING SCIENCE REF NO: 3/4/1/2/4**  
Directorate: Nursing Education and Training

**SALARY** : PND3: R579 696 – R672 018 per annum (plus benefits)

**CENTRE** : Ann Latsky Nursing College

**REQUIREMENTS** : Bachelor's degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Registration in Clinical Nursing, Health Assessment Treatment and Care and up to date in respect of clinical practice. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Up-to-date in respect to clinical practice and experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.

**DUTIES** : Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education.

	:	Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.
<b><u>ENQUIRIES</u></b>	:	Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/150</u></b>	:	<b><u>HEAD OF DEPARTMENT NURSING COLLEGE – PSYCHIATRIC NURSING SCIENCE REF NO: 3/4/1/2/3</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND3: R579 696 – R672 018 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ann Latsky Nursing College
<b><u>REQUIREMENTS</u></b>	:	Bachelor`s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Bachelor`s degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice and up-to-date in respect to clinical practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver`s license.
<b><u>DUTIES</u></b>	:	Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.
<b><u>ENQUIRIES</u></b>	:	Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	31 May 2019

- POST 17/151** : **OPERATIONAL MANAGER REF NO: FERH/NURSE/06**  
Directorate: Nursing
- SALARY** : Grade 1: R444 276– R500 031 per annum  
Grade 2: R515 040 – R579 696 per annum
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse. A minimum of seven (7) years' appropriate recognisable experience after registration as a professional nurse with SANC.
- DUTIES** : The incumbent will be responsible for female medical unit. The overall supervision and provision of a holistic, safe patient care will be his/her responsibility in this unit. The planning, organizing and control of departmental activities in the unit. The co-ordination of duties performed by all categories of staff. The preparations and implementation of all quality imperatives according to the quality assurance directives will be managed, monitored and evaluated by the operational manager of this area. Planning, implementation and evaluation of nursing staff performance as well as work attendance. Ensuring material resources availability for the unit as well as escalating all deviations that will bring the department into disrepute to management.
- ENQUIRIES APPLICATIONS** : Dr. C Ndobe Tel No: 011 812 8308  
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** : 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019
- POST 17/152** : **SESSIONAL MEDICAL OFFICER CASUALTY REF NO: LERA/SMOC/0015**  
Directorate: Medical
- SALARY** : Grade 1: R410 800 per annum (20 maximum hours per week) (All – Inclusive Package)  
Grade 2: R470 080 per annum (20 maximum hours per week) (All – Inclusive Package)  
Grade 3: R544 960 per annum (20 maximum hours per week) (All – Inclusive Package)
- CENTRE REQUIREMENTS** : Leratong Hospital  
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Full participation in all activities as required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and

- development of maintenance in productivity standards and participate in NCS and LEAN management.
- ENQUIRIES APPLICATIONS** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679  
 : should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached Certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. 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 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 31 May 2019 (at 12h00 PM)
- POST 17/153** : **SESSIONAL MEDICAL OFFICER ANESTHESIA REF NO: LERA/SMOA/0016**  
 Directorate: Medical
- SALARY** : Grade 1: R410 800 per annum (20 maximum hours per week) (All – Inclusive Package)  
 Grade 2: R470 080 per annum (20 maximum hours per week) (All – Inclusive Package)  
 Grade 3: R544 960 per annum (20 maximum hours per week) (All – Inclusive Package)
- CENTRE REQUIREMENTS** : Leratong Hospital  
 : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be added advantage, Diploma in Anesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Full participation in all activities as required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in NCS and LEAN management.
- ENQUIRIES APPLICATIONS** : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679  
 : should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached Certified copies of ID document, relevant qualification/s including matric

certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. 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 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

**CLOSING DATE** : 31 May 2019 (at 12h00 PM)

**POST 17/154** : **PROFESSIONAL NURSE- SPECIALTY: NEONATAL ICU REF NO: FERH/NURSE/07 (X1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : A minimum of Four (4) years appropriate/recognisable nursing experience as a Professional nurse with South African Nursing council (SANC) and registered with SANC as a Professional nurse specialty. One (1) year experience after obtaining the post basic qualification in advanced midwifery and neonatal nursing science.

**DUTIES** : Provision of optimal holistic specialized nursing care within the set standards, professional and legal framework. Promotion of scientific, high quality nursing care that is cost effective and efficient in the area allocation. Will be a shift leader that is responsible for the planning, organizing, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times.

**ENQUIRIES** : Dr. C Ndobe Tel No: 011 812 8308

**APPLICATIONS** : 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** : 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019

**POST 17/155** : **PROFESSIONAL NURSE SPECIALTY: OCCUPATION HEALTH AND SAFETY**  
Directorate: Occupational Health

**SALARY** : R383 226 - R579 696 per annum (Plus benefits)

**CENTRE** : University of Pretoria Oral Health Centre

**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e Diploma/Degree in (General Nursing, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a one (1) year post basic accredited with SANC in

terms of Government Notice R212 in Occupational Health and Safety. A minimum of four (4) years appropriate or recognisable experience in nursing after registration as a Professional Nurse. Computer literacy. A code B drivers license. Dispensing license. Must have extensive knowledge of Occupational Health and Safety legislations.

**DUTIES** : Development implementation and management of Occupational Health Service. Promotion of health and well-being of all employees. Management and reporting of occupational injuries and diseases. Management of the medical surveillance programmes. Advice, support staff and management. Active participation in the Occupational Health Safety (OHS) Committee. Management of medical emergencies. Maintenance of a constructive working relationship with other stakeholders. Participate in disaster management. Develop standard operation procedures. Ensure the implementation of OHS programmes. Develop and review OHS guidelines, protocols and records. Participate in OHS training and research. Develop maintain Occupational health and special programmes.

**ENQUIRIES** : Ms. GE Khumalo Tel No: 012 319 2644

**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.

**NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, Nursing Council Registration and Z83. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 31 May 2019

**POST 17/156** : **LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO: 004028 (X2 POSTS)**  
Directorate: Nursing Education and Training

**SALARY** : PNDI: R383 226– R444 276 per annum (plus benefits)  
PNDII: R471 333– R614 991 per annum (plus benefits)

**CENTRE** : SG Lourens Nursing College

**REQUIREMENTS** : **PNDI:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A postbasic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's license. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable 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/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

**DUTIES** : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development.



	:	Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
<b><u>ENQUIRIES</u></b>	:	Ms J.E. Malobola Tel No: (012) 319 5601
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodrehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/157</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: FERH/COMM/01 (X1 POSTS)</u></b> Directorate: Communications
<b><u>SALARY</u></b>	:	R376 596 – R454 920 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) years national tertiary qualification (diploma/Degree) in public relations, journalism or communications. A minimum of Three (3) years relevant experience in within the field of media and communication environment. Good understanding of relevant legislations and prescripts including systems and procedures. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research, scripting, content management, editing, proof reading and project management skills. Valid code 08/EB driver's license. Computer literacy (MS Office suits, MS Word, MS Excel). Excellent communication skills (verbal and written) and reporting skills. Must have good interpersonal relations and presentation skills. Decision making skills. Must be able to work under pressure and put extra hours when necessary.
<b><u>DUTIES</u></b>	:	Provide an efficient and effective communication support services to the department. Implement public relation strategies in line with the strategic objectives of the department's communication strategy. Manage marketing and branding of the department. Facilitate public relations functions in the department. Co-lead all internal and external communication initiative of the department. Market and liaise with the media. Co-ordinate production of the department publication. Market and co-ordinate hospital events. Draft briefing notes for press briefing. Draft press statements, media invitations and media response. Maintain the media database on regular basis. Provide monthly reports. Maintain departmental newsletters and electronic website. Write regular opinion pieces for the department and promote departmental programs in the media. Supervise, develop and manage employees performance in accordance with the performance management and development system (PMDS).
<b><u>ENQUIRIES</u></b>	:	Dr C Ndobe 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. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019
- POST 17/158** : **RADIOGRAPHER REF NO: LERA/RADIO/0018 (X1 POST)**  
Directorate: Allied
- SALARY** : Grade 1: R317 976 – R361 872 per annum (Plus benefits)  
Grade 2: R372 810 – R395 703 per annum (Plus benefits)  
Grade 3: R401 640 – R426 291 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital  
Appropriate qualification that allows registration with HPCSA as an independent diagnostic radiographer. Current registration with HPCSA as an independent diagnostic Radiographer. Candidates completing community service by the 31 May 2019 will be considered. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of guidelines and polices governing the Health Sector and Radiography Profession. Knowledge in Radiographic procedures. Quality control and record keeping processes is essential. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service Policies and Acts. Manage conflicts and implement corrective measures. Implement all governing departmental policies. Carry out duties according to delegation.
- ENQUIRIES APPLICATIONS** : Ms M. Ratshilumelo Tel No: (011) 411 3573  
should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Attached Certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. 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 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).
- CLOSING DATE** : 31 May 2019 (At 12h00 PM)
- POST 17/159** : **LABOUR RELATIONS OFFICER**  
Directorate: Human Resource Management
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Medunsa Oral Health Centre

- REQUIREMENTS** : A relevant NQF level 6 in Labour Relations Management/Human Resource Management. Appropriate Experience in human resource management/labour relations management. A good team player. A firm communication skills and analytical skills. A good team player. A firm commitment to the hospital's success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills. Valid driver's license. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
- DUTIES** : Coordinates all external referred disputes i.e. labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.
- ENQUIRIES** : Ms I Makgatho Tel No: (012) 521 5869
- APPLICATIONS** : The applications can be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. People with disability are encouraged to apply.
- CLOSING DATE** : 31 May 2019
- POST 17/160** : **STATE ACCOUNTANT**  
Directorate: Finance
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Medunsa Oral Health Centre
- REQUIREMENTS** : An appropriate recognised 3-year relevant qualification (National Diploma/Degree) plus 3 to 5 years' experience in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts, Public Finance Management Act (PFMA) 81 Treasury Regulations. SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
- DUTIES** : Receive the RLS01s from various units and check funds availability as well as per relevant SCOA Codes. Management on salary related matters. Reconciliation of BAS/Persal interfaces on a monthly basis. Capture and maintain budget on BAS. Authorization of journals on SAP Liaise with Budget managers and capture intended expenditure as projections per item for procurement in accordance in accordance with their Operational and demand Plans and provided them with copies of their cash flow spread sheets. Update cash flow spread sheets as well as IYM templates for expenditure. Compare quarterly reports on progress with PMDS Review Timeline.
- ENQUIRIES** : Mr Kruger Tel No: (012) 521 4911
- APPLICATIONS** : SMU/Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001 or hand delivered to SMU/Medunsa Oral Health Centre HR Level 5.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certified qualification Certificates. People with disability are encouraged to apply.
- CLOSING DATE** : 31 May 2019
- POST 17/161** : **NETWORK CONTROLLER REF NO: 004038 (X1 POST)**  
Directorate: Information Communication Technology
- SALARY** : R257 508 per annum (Level 07) (Plus benefit)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 equivalent with 5-10 years' experience or tertiary qualification / NQF Level 6 in Information Technology coupled with recognized industry certificates and with an advantage of ITIL. 3 -5 years of relevant and proven working experience as a Network Administrator or similar is essential. Must have a valid Driver's License. Good communication, negotiation and customer relationship

skills. CT Infrastructure support. System Administration, IT Service management. Advance knowledge of LAN & WAN infrastructure support. Strong knowledge of PABX. Advance knowledge of windows server platforms. Advance knowledge of Cisco switches, VLAN, VoIP and VMware. Strong knowledge of Information Security, Biometric System. Service Delivery Innovation. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity.

**DUTIES** : Performing backups. Monitoring wide and local area networks. Detecting and repairing faults on LAN/WAN, PCs, peripherals, network point and software. Desktop support. Managing and maintaining a virus -free network. Leasing with users on request /fault. Installing, support software/applications and print routing. Managing and monitoring telephony and creating of speed dials and pin codes. Active directory management Installation of electronic system (Citrix). Responsible to supervise ICT staff. Perform any relevant duties as requested and delegated by the supervisor.

**ENQUIRIES** : Mrs D Mkhize Tel No: 012 841 0998  
**APPLICATIONS** : to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road, Mamelodi East, or submit on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**FOR ATTENTION** : Ms. S Masilela – (Recruitment section)  
**NOTE** : Applications should include Z83, CV, Certified copies of ID and Qualifications  
**CLOSING DATE** : 31 May 2019

**POST 17/162** : **ADMINISTRATION OFFICER (FMU) REF NO: 004037**  
 Directorate: Facility Management Unit

**SALARY** : R257 508 – R303 339 per annum (Plus benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : Grade 12 or NQF level 4, N3 (Passed trade test in building). A valid driver's license. Computer literacy. Experience of minimum 1-2 years' experience in facility management. Preference will be given to internal staff and designated groups.

**DUTIES** : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical), implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs, implement inspections on projects (maintenance and infrastructure projects) Facilitate and resolve problems. Implement assessments. Supervise and monitor performance of staff in FMU and property caretaker departments. Perform any other relevant duties as delegated by the manager.

**ENQUIRIES** : Mr N Lusenga Tel No: (012) 842 0967  
**APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance. Preference will be given to internal staff and designated groups.

**CLOSING DATE** : 31 May 2019

**POST 17/163** : **PROFESSIONAL NURSE- HAST REF NO: FERH/NURSE/08**  
 Directorate: Nursing

**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

**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse. NIMDR certificate will be an added advantage.

- DUTIES** : Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
- ENQUIRIES APPLICATIONS** : Ms E Mawela Tel No: 011 812 8318  
: 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** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. 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** : 31 May 2019
- POST 17/164** : **POST BASIC PHARMACIST ASSISTANT REF NO: LERA/PBPA/0014 (X1 POST)**  
Directorate: Allied
- SALARY** : Grade 1: R208 383 - R234 738 per annum (Plus benefits)  
Grade 2: R241 839 – R256 686 per annum (Plus benefits)  
Grade 3: R262 068 – R299 658 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital  
: Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Post basic Pharmacy assistant. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. basic data collection and analysis skills. Time management skills. Basic problem solving and decision making skills. Good organizational skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Manufacturing, compounding and prepacking of medicine. Procurement, receipt and distribution of pharmaceuticals within the hospital. Dispense medicine and provision of information. Assist with training of staff and controlling of stock. Maintenance of documents and record keeping. Partake in quality improvement projects/quality assurance. Compliance to Good Pharmacy Practice, NCS and LEAN Management. Recording and collating data for relevant reports. Assist with compliance with EML and STGs. Assist the pharmacist with management functions.
- ENQUIRIES APPLICATIONS** : Ms Rehana Laher Tel No: 011 411 3882  
: should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents).

Attached Certified copies of ID document, relevant qualification/s including matric certificate, SAPC registration certificate and proof of current registration with SAPC. Certification should not be older than three months. 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 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

- CLOSING DATE** : 31 May 2019 (12H00 PM)
- POST 17/165** : **HANDYMAN**  
Directorate: Procurement
- SALARY** : R173 703 per annum (plus benefits)  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Grade 12 plus handyman Certificate, 5-7 years' experience as a handyman. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
- DUTIES** : To ensure that facilities and equipment in the organisation are in good shape at all times for human utilisation. To ensure that all office appliances, hospital equipment is properly fixed and function very well at all times. Perform all carpentry work, fixing of doors and furniture, plumbing and fixing of electric appliances. To carry out general inspection around the hospital to avoid casualties that may arise from sudden malfunctioning around the hospital. To attend to members of staff promptly when need arises.
- ENQUIRIES** : Mr B Makhubela Tel No: (012) 521 4407  
**APPLICATIONS** : The applications can be hand delivered to Medunsa Oral Health Centre  
**CLOSING DATE** : 31 May 2019
- POST 17/166** : **NURSING ASSISTANT REF NO: STDH/0004 (X1 POST)**  
Directorate: Nursing Services
- SALARY** : R132 525 – R149 163 per annum plus benefits  
**CENTRE** : Sizwe Tropical Disease Hospital  
**REQUIREMENTS** : Grade 12 plus one year Nursing Auxiliary Certificate that allows registration with the South African nursing council. Good communication skills, basic writing skills, ability to function as part of a team, basic interpersonal skills. Knowledge of Nursing care process and procedures, Nursing statutes and other relevant legal frameworks such as: Nursing act, Scope of practices Act, patients' Rights Charter, Batho- Pele Principles, Labour Relations Act, Disciplinary Code and Procedure as well as Grievance Procedure. Knowledge of infection control principles.
- DUTIES** : Rendering of quality patient care. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Cost effective utilization and control of equipment and supplies. Maintain constructive working relationships with nursing and other stakeholders.
- ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 4304/4302  
**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
- CLOSING DATE** : 31 May 2019

**POST 17/167** : **OPERATOR**  
Directorate: Administration

**SALARY** : R122 595 per annum (plus benefits)  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Grade 12/Abet Certificate. Good writing and communication skills. Be able to work as a team and good interpersonal skills. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

**DUTIES** : Production and binding of documents. Delivering of documents to different offices and collecting mail from the post office, keeping record of production of documents. Maintenance of photocopying machine.

**ENQUIRIES** : Mr B Makhubela Tel No: (012) 521 4407  
**APPLICATIONS** : The applications can be hand delivered to Medunsa Oral Health Centre or Posted to Medunsa Oral Health Centre Private Bag X848 Medunsa 0408.

**NOTE** : People with disability are encouraged to apply.  
**CLOSING DATE** : 31 May 2019

**POST 17/168** : **PROPERTY CARETAKER REF NO: STDH/0005 (X2 POSTS)**  
Directorate: Admin & Support Services

**SALARY** : R102 534 – R120 780 per annum plus benefits  
**CENTRE** : Sizwe Tropical Disease Hospital  
**REQUIREMENTS** : Grade 12 Certificate. Horticulture certificate and a valid driver's license will be an advantage. Work as a team and rotate to other sections. Gardening/ grounds experience will be an added advantage.

**DUTIES** : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, Cleaning of machines and tools after use, Loading and offloading of furniture. Cleaning of storm water and gutters. Keep equipment and tools safe. Communicate with all stakeholders, Adhere to infection control. Carry lawful instructions given by the supervisor.

**ENQUIRIES** : Ms CT Mtsweni Tel No: (011) 531-4378  
**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).  
**CLOSING DATE** : 31 May 2019

**POST 17/169** : **CLEANER REF NO: STDH/0006 (X2 POSTS)**  
Directorate: Admin & Support Services

**SALARY** : R102 534 – R120 780 per annum plus benefits  
**CENTRE** : Sizwe Tropical Disease Hospital  
**REQUIREMENTS** : Grade 12 certificate. Ability to read and write. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections. Cleaning experience will be an added advantage.

**DUTIES** : Cleaning duties in all sections of institutions i.e. mopping, sweeping, scrubbing and polishing of floors. Clean walls, windows and toilets. Replace soap, toilet papers and empty bins. Proper use and management of cleaning equipment, waste and chemicals. Any other general duties that may be required by the supervisor.

**ENQUIRIES** : Ms BD Leso Tel No: (011) 531-4302/4460  
**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).  
**CLOSING DATE** : 31 May 2019

<b><u>POST 17/170</u></b>	:	<b><u>CLEANER REF NO: 004024</u></b> Directorate: Support Staff
<b><u>SALARY</u></b>	:	R102 534 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	SG Lourens Nursing College
<b><u>REQUIREMENTS</u></b>	:	ABET Certificate. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate heavy duty cleaning equipment/machinery. Good command of English language. Ability to work under pressure. Sound interpersonal relations.
<b><u>DUTIES</u></b>	:	Cleaning offices, corridors, elevators and boardrooms. Operate heavy duty machines. To provide a high standard of hygiene and cleanliness. Daily cleaning of the College facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refiling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways.
<b><u>ENQUIRIES</u></b>	:	Ms JE Malobola Tel No: (012) 319 5601
<b><u>APPLICATIONS</u></b>	:	Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodrehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Males are encouraged to apply. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	31 May 2019

**PROVINCIAL TREASURY**

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



<b><u>APPLICATIONS</u></b>	:	Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>NOTE</u></b>	:	Applications must be submitted on a duly signed Z83 form, 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> , comprehensive CV, certified copies of ID and all Qualifications to be attached. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document ( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the



filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### MANAGEMENT ECHELON

- POST 17/171** : **CHIEF DIRECTOR: PUBLIC FINANCE**  
(5 Year Fixed Term Contract)  
Directorate: Public Finance
- SALARY** : R1 189 338 (All-inclusive Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Economics. A Master's Degree will be an added advantage. 5 years relevant experience at a Senior Management Level.
- DUTIES** : To ensure that resources are effectively and efficiently utilized by all spending agencies in GPG. Provide strategic, technical and financial management support to all GPG departments. Provide guidance on the formulation and implementation of budget policy for the Medium-Term Expenditure Framework (MTEF) budget process. Monitoring, evaluation and analysis of spending on conditional grants by all relevant departments. Identify efficiency gains and making appropriate recommendations to department. Utilize decision-making tools and conduct economic evaluation to determine the feasibility of proposed alternatives in order to ensure value for money. Provide strategic and technical support to all GPG departments Develop monitoring and evaluation systems to measure performance, increase transparency and accountability and thus improve service delivery. Improve co-operation with other units within Sustainable Fiscal Resource Management (SFRM) and other units within GPT and GPG departments.
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: (011) 227 9000
- POST 17/172** : **DIRECTOR: CONTRACT MANAGEMENT**  
(5 Year Fixed Term Contract)  
Directorate: Provincial Supply Chain Management
- SALARY** : R1 005 063 (All-inclusive Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Business or Logistics or Supply Chain Management with contract management modules. Minimum 5 years' experience at Middle/Senior Management. 5 years experience in contract management and/or strategic sourcing. An understanding of public sector supply chain management policies and procedures. Knowledge and experience in using SAP R/3, SRM and CRM. Knowledge and experience in using Microsoft Office Suite.
- DUTIES** : Develop best procurement practice for the GPG. Render effective and efficient contract management to the GPG. Liaise with GPG in the establishment and maintenance of contract management controls. Administer transversal term contracts. Assess and report on contract performance and trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management.
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: (011) 227 9000
- POST 17/173** : **DIRECTOR: REVENUE FUND MANAGEMENT**  
(5 Year Fixed Term Contract)  
Directorate: Revenue Fund Management
- SALARY** : R1 005 063 (All-inclusive Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Internal Audit/Auditing/Accounting. 5 years of experience at Middle/Senior Managerial level in Internal Audit/Auditing/Accounting.
- DUTIES** : Ensure that the Provincial Revenue Fund is managed in accordance with section 21 of the PFMA and the preparation of the Provincial Revenue Fund financial statements in accordance with the modified cash standards prescribed by National

		Treasury. Efficient and effective management of the revenue fund unit to achieve strategic and operational objectives. Obtain an unqualified audit opinion with no matters from the previous financial year for the Provincial Revenue Fund's annual financial statements. Manage the internal and external audit processes and ensure timely responses to audit findings. General Management.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana Tel No: (011) 227 9000
<b><u>POST 17/174</u></b>	:	<b><u>DIRECTOR: INTERNAL RISK MANAGEMENT</u></b> (5 Year Fixed Term Contract) Directorate: Internal Risk Management
<b><u>SALARY</u></b>	:	R1 005 063 (All-inclusive Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Internal Auditing/Finance/Risk Management. 5 years of experience at Middle/Senior Managerial level in Risk/Ethics Management.
<b><u>DUTIES</u></b>	:	To manage, implement and coordinate the risk management strategy and policy of the department in line with the GPG Enterprise Risk Management Framework and Standards. Facilitate, coordinate and audit a departmental risk programme based on GPG risk strategy and framework. Ensure alignment of departmental risk management policy based on international best practices. Develop a risk mitigation strategy to address departmental risk in a coordinated manner. Conduct the full scope of departmental risk project management and extensive risk awareness programmes in various business units. Participate in National and Provincial Risk Management Forums/Anti-Fraud and Anti-Corruption Forums. Oversee and manage the development and implementation of integrity management and ethics standards in the department. Provide support to the Risk and Ethics Management Committee.
<b><u>ENQUIRIES</u></b>	:	Ms Bulelwa Mtshizana Tel No: (011) 227 9000
<b><u>POST 17/175</u></b>	:	<b><u>DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)</u></b> (5 Year Fixed Term Contract) Chief Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R1 005 063 (All-inclusive Package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Information Systems or Computer Science or equivalent qualification; 5 years' experience at middle/senior managerial level in ICT Infrastructure operations management or related ICT discipline; A valid driver's license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.
<b><u>DUTIES</u></b>	:	Align the department's information management, information systems and information technology strategy with the strategic direction of the department considering the strategic direction of Government Develop information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers' Council (GITOC) and DPSA. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the Department of e-Government and other suppliers of information management and information technology goods and services. Utilise of security mechanisms and ensure compliance to the relevant regulatory framework. Oversee the management of the ICT Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM) Strategy in line with the service delivery

requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.

**ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227-9000

#### **OTHER POSTS**

**POST 17/176** : **DEPUTY DIRECTOR: SYSTEM SUPPORT**  
Directorate: Financial Information Management Systems

**SALARY** : R733 257 (All inclusive-package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Tertiary Qualification NQF Level 7 as recognised by SAQA in Computer Science or Information Technology or Informatics or Financial Information Systems or Finance related qualification. 3-5 years' experience at Junior Management level (ASD) experience in System Support. Proven experience in system support in procurement, Inventory and Financial Accounting. Experience in a full cycle of project implementation. The candidate must have good knowledge and understanding ERP procurement system. Ability to work in Agile project environment and manage multiple projects. Essential skills required are in areas of procurement and ICT policy, strategy, legislative analysis, interpretation, communication (including report writing), problem solving, analytic, financial and people management and development skills. The incumbent must be able to work independently and as part of a team player and be innovative.

**DUTIES** : Provide professional and specialised procurement system support to the GPG Departments. (extensive knowledge of ERP system support and project implementation is recommended). Strategy and Planning: Provide strategic leadership to the development, management and implementation of financial systems. Lead, co-ordinate, provide guidance to develop and manage systems, policies and procedures for continuous improvement. Review and implement business processes for procurement and inventory management reforms. Oversee and manage the rollout of inventory management in the province. Identify and lead the implementation of new reforms in the training of systems. Oversee and review reporting on systems support, and Training business unit. Monitor the performance of the unit against business and project plans and take corrective measures. Monitor project implementation progress of all approved projects. Oversee the development of the operational plan and risk registers for the business unit and report on implementation progress. Oversee and monitor the management of internal controls in line with the existing applications. Establish and maintain strategic partnerships with internal and external stakeholders. Oversee the tracking of customer queries and enquiries and the resolution thereof. Manage the relationships with key stakeholders to ensure implementation of new reforms. Address identified challenges faced by clients. Oversee and monitor the supply of audit information, actions to minimize audit findings and the management of responses. Oversee and manage the reporting of compliance measures and whether applicable laws / regulations and guidelines are followed throughout the system development life cycle (SDLC).

**ENQUIRIES** : Ms B Mtshizana (011) 227 9000  
**NOTE** : All shortlisted candidates may be required to write simulation test.

**POST 17/177** : **ASSISTANT DIRECTOR: MARKET AND INDUSTRY RESEARCH**  
Directorate: Provincial Supply Chain Management

**SALARY** : R376 596 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A 3 year tertiary qualification (NQF Level 6) as recognized by SAQA National Diploma in Marketing or Research. A minimum of 3 to 5 years' experience within the Market Research Industry. Strong analytic and critical thinking skills. Experience in data collection, compilation, analysis and research report writing.

**DUTIES** : To provide up to date reliable research information and designing. Developing and maintaining Provincial Supply Chain Management Research Intelligence (for analysis, benchmarking and recommendation) to enable fairness, equitability, transparency, competition and cost effectiveness in decision making. Manage the

design, development and maintenance of a government procurement analysis, benchmarking, monitoring and evaluation system to enable and support. Manage the development and maintenance of Market intelligence reporting tools and databases. Manage the research, design and development of research specifications and templates for an integrated state SCM system, for use and/or adoption by provincial departments. Manage the design, development and maintenance of a strategic procurement management system and database for the research and analysis of strategic commodities available (Local and International). Manage the design, development, analysis and provision of research reports, but not limited. Collaborate with internal and external departments, professional bodies and research stakeholders to deliver world-class research reports to departmental units and provincial departments.

- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: (011) 227-9000
- POST 17/178** : **ASSISTANT DIRECTOR: BUSINESS ANALYST**  
Directorate: Financial Information Management Systems
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification, e.g. National Diploma or Degree, in IT / Financial Information Systems or any Finance related qualification with Business Analyst Certification. 3 - 5 years' experience in a Financial System environment at a functional level with project management exposure as an added advantage. Knowledge and understanding of the public sector financial systems (BAS, or PERSAL, or SAP). Analysis and problem-solving abilities.
- DUTIES** : Ability to develop and prepare business requirements, functional specifications and data requirements using both written and visual presentation that is appropriate and understandable for both business and technical audiences. Conduct gap analysis, risks and improvement initiatives. Work with development, QA, and production teams to communicate, verify, and test the desired functionality. Work with the business units to demonstrate the system and ensure requirements are met. Overseeing the implementation of system changes. Understanding the system development life cycle. Gather existing process documentation, analyse and clearly document business process requirements for the automation build including exception handling scenarios and process metrics such as volumes, SLAs. Plan and facilitates user acceptance testing and project meetings. Prepare training manuals and provide training to the business and their teams on the performance of the new solution. Plan and oversee that all project management document requirements are adhered to and safeguarded. Develop future business processes that are cost effective that results in the overall improvement of productivity within the organisation.
- ENQUIRIES** : Mr Sihle Hlomuka Tel No: (011) 227 9000

**PROVINCIAL ADMINISTRATION: KWA ZULU NATAL  
DEPARTMENT OF HEALTH**

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department*

**OTHER POSTS**

<b><u>POST 17/179</u></b>	:	<b><u>HEAD OF CLINICAL UNIT: BREAST AND ENDOCRINE UNIT–SPECIALISED SURGERY REF NO: HCU BREAST &amp; ENDOCRINE/1/2019</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive flexible remuneration package of R1 728 807 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post.
<b><u>CENTRE REQUIREMENTS</u></b>	:	IALCH Qualification in the appropriate health science. Current registration with the Health Professions Council of South Africa as a Medical Specialist -Surgery. A minimum of 3 years' appropriate post registration experience as a Medical Specialist Surgery. Recommendations: Experience in running a breast and endocrine unit. Similar period of experience in managing Breast pathology, Endocrine diseases of the Thyroid and Parathyroid glands, Soft tissue sarcomas and malignant melanoma. Knowledge. Skills. Training and Competence Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration and management skills. Good communication skills and decision making.
<b><u>DUTIES</u></b>	:	Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Promote community-Orientated services and participate in outreach programmes. Manage Breast pathology, Endocrine diseases of the Thyroid and Parathyroid glands, Soft tissue sarcomas and malignant melanoma. After hours consultant cover for the department. Assist with setting-up of protocols for management of Breast and endocrine patients. Assist with the development of clinical audit programmes in the Department of Specialised Surgery. Lead and supervise departmental research activities. Participate in the training of Registrar's, Medical Officer's and Nurses.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Frank Anderson Tel No: 031 240 1336 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	07 June 2019

<b><u>POST 17/180</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 30/2019</u></b> Anaesthetic Unit
<b><u>SALARY</u></b>	:	R1 728 807 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.
<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 Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBCbB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Anaesthetic Unit after registration with the HPCSA as a Medical Specialist in Anaesthesia, 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 Anaesthetic Unit. Participate in the co-ordinate of Anaesthetic Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid 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 supervisee 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 S. Sewpersad Tel No: 084418 3496
<b><u>FOR ATTENTION NOTE</u></b>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block Mr MTR Nzuzo 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.

- CLOSING DATE** : 31 May 2019 (Late applications will not be accepted)
- POST 17/181** : **HEAD CLINICAL UNIT (GENERAL SURGERY) GRADE 1 REF NO: NGWE 31/2019**  
General Surgery
- SALARY** : R1 728 807 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  
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery, Registration with the HPCSA as a Medical Specialist in General Surgery. A minimum of 3 years' appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as Medical Specialist in General Surgery, Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethnics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital, Provide outreach to surrounding District Hospital that refers patients to Ngwelezana Hospital, Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4, Assist with the setting of protocols for management of patients, equipment and other relevant procedures Ensure equipment is maintained and functional at all times. Attend to Administrative matters as pertains to the unit. Manage/supervise allocated human Resources, Attend to meeting and workshops as directed. Comply with all legal Prescripts Act, legislative, Policies, Circular, Procedure, Guidelines and code of conduct for the public service Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr G. Oosthuizen Tel No: 035 901 7294/ 076 4875998  
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block
- FOR ATTENTION NOTE** : Mr MTR Nzuza  
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** : 31 May 2019 (Late applications will not be accepted)
- POST 17/182** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 32/2019**  
Emergency Medicine Unit
- SALARY** : R1 728 807 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** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, A minimum of 3 years' appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as a Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Emergency Medical Unit. Participate in the co-ordinate of Emergency Medical services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid 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 supervisee 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.
- ENQUIRIES** : Dr SR Garach Tel No: 082495 0135
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or



		hand delivered to Ngwelezana Hospital, Human Resource Department, 1 <sup>st</sup> Floor Admin Block
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr MTR Nzuza
	:	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>	:	31 May 2019 (Late applications will not be accepted)
<b><u>POST 17/183</u></b>	:	<b><u>MANAGER: MEDICAL SERVICES REF NO: MURCH 07/2019 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 173 900 per annum (All Inclusive package). Other Benefits: 22% Rural Allowance of Basic Salary and Commuted Overtime
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital
	:	Appropriate qualification in Health science-MBCHB PLUS Current registration with HPCSA as a Medical Officer PLUS 3 years' experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of Service and Verification of experience from Human Resource on an official letterhead must be attached to the application. Knowledge, Skills and Competencies: Knowledge and understanding of relevant Acts, policies and regulations used in the KZN department of Health. Sound management, negotiation, planning, interpersonal, conflict management and problem solving skills. Policy formulation skills. Good communication skills (written and verbal) and computer literacy skills. Good team building and leaderships skills. Sound planning and organizing skills. Decision making skills and sound planning and organizing skills.
<b><u>DUTIES</u></b>	:	Provision of a safe, ethical, legal and high quality medical care at Murchison Hospital and attached clinics. Provide support to all medical, therapeutically and professional staff. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human resource strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputies the Chief Executive officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and manage staff performance. Monitor and implement medical equipment management plan. Performing clinical duties as the institution demands.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr E.R Manyokole Tel No: 039-6877311 ext 122
	:	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/ Izingolweni 3/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution. If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 31 May 2019
- POST 17/184** : **MEDICAL SPECIALIST (GRADE 1, 2 AND 3) REF NO: GS 33/19**  
Component– Ophthalmology
- SALARY** : Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.  
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.  
Grade 3: R1 467 651 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital PMB Metropolitan Hospitals Complex  
: MBChB or equivalent Medical qualification. Current registration with the Health Professions Council of South Africa as a Specialist in Ophthalmology. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competency Required: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.
- DUTIES** : Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to

		rotate and work in all state facilities in the greater Pietermaritzburg area, not just Greys Hospital.
<b><u>ENQUIRIES</u></b>	:	Dr CH Kruse Tel No: 033 897 3345
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs. M. Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 33/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/185</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 33/2019</u></b> Emergency Medicine Unit
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467651 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.
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, <b>Grade 1:</b> No working experience, <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine and Proof of working experience endorsed by Human Resource Department, <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency 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.
<b><u>DUTIES</u></b>	:	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 Emergency 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.
<b><u>ENQUIRIES</u></b>	:	Dr SR Garach Tel No: 082 495 0135
<b><u>APPLICATIONS</u></b>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<b><u>FOR ATTENTION</u></b>	:	Mr MTR Nzuzza
<b><u>NOTE</u></b>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	31 May 2019 (Late applications will not be accepted)
<b><u>POST 17/186</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 34/2019</u></b> Emergency Medicine Unit
<b><u>SALARY</u></b>	:	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
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, <b>Grade 1:</b> No working experience, <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
<b><u>DUTIES</u></b>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department Provision of after-hours 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, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.
<b><u>ENQUIRIES</u></b>	:	Dr SR Garach Tel No: 082 495 0135

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

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

**CLOSING DATE** : 31 May 2019 (Late applications will not be accepted)

**POST 17/187** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 35/2019**  
 Anaesthetic

**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, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

**DUTIES** : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES APPLICATIONS** : Dr S Sewpersad at 084 418 3496  
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION NOTE** : Mr MTR Nzuzza  
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number

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

- CLOSING DATE** : 31 May 2019 (Late applications will not be accepted)
- POST 17/188** : **MEDICAL OFFICER REF NO: EB6/2019 (X1 POST)**
- SALARY** : R821 205 – R884 670 per annum (All-inclusive packages consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules). Additional Benefits: Commuted overtime (Compulsory) Commuted overtime (Compulsory).
- CENTRE REQUIREMENTS** : East Boom Community Health Centre  
: Certified copy of Grade 12/ Matric certificate or equivalent. Certified copy of MBCHB Degree. Certified copy of registration certificate with HPCSA. Proof of current registration with the HPCSA as a Medical Practitioner. Non South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. A valid code 8 driver's license is required. Knowledge, Skills, Trainings and Competencies Required for the post: Financial Management. Knowledge of the relevant Acts, Policies and regulation administered by the KZN Department of Health. Sound Knowledge of HIV/ AIDS Management including current National guidelines. Sound knowledge of obstetrics and gynaecology. Sound knowledge of the District and KZN Health Department. Sound Clinical knowledge and experience. Good communication, leadership, decision-making, inter-personal skills and computer literacy skills. Ability to manage conflict and apply disciplinary procedures.
- DUTIES** : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centered care. Maintain a high quality clinical service by providing regular in-service training for other clinical personnel. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. To manage critically ill patients appropriately and transfer them timeously. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institutions. Incumbent will rotate through the following departments: Paediatrics; Casualty, HAST unit, PHC and maternity
- ENQUIRIES APPLICATIONS** : Dr S Buthelezi Tel No: 033 264 3200 Ext 3247  
: to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.
- FOR ATTENTION CLOSING DATE** : Mr. G Sokhela  
: 31 May 2019
- POST 17/189** : **MEDICAL OFFICER (PAEDIATRIC) - GRADE 1, 2 OR 3 REF NO: MO 01/2019**
- SALARY** : Grade 1: R821 205 per annum  
Grade 2: R938 964 per annum  
Grade 3: R1 089 693 per annum

(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)(All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

Other Benefit: 22% In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental need)

**CENTRE  
REQUIREMENTS**

- : Dundee Provincial Hospital (Paediatric)
- : **Grade 1:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of Community service. Proof of evaluation by SAQA for foreign qualified Medical practitioner. A minimum of 5 years' respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (having worked in paediatric department). **Grade 3:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (must have worked in paediatrics department).

**DUTIES**

- : Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students. Render cost effective medical care and follow-up STAE Diagnose and evaluate patient's state of health. Participate in commuted overtime. Participate in clinical audits. Sound clinical knowledge and skills consistent with the practice of Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient. Good communication skills.

**ENQUIRIES  
APPLICATIONS**

- : Dr. P.P Dlamini (Medical Manager) Tel No: 034 212 1112 Ext 308
- : The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

**NOTE**

- : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's license. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the

post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Employment equity is African Male.

- CLOSING DATE** : 31 May 2019, 16:00 afternoon
- POST 17/190** : **MEDICAL OFFICER - GRADE 1, 2 OR 3 REF NO: MO 02/2019 (X2 POSTS)**
- SALARY** : Grade 1: R821 205 per annum  
Grade 2: R938 964 per annum  
Grade 3: R1 089 693 per annum  
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)(All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).  
Other Benefit: 22 % In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental need)
- CENTRE REQUIREMENTS** : Dundee Provincial Hospital (OPD)  
: **Grade 1:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. **Grade 2:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. **Grade 3:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G.
- DUTIES** : Consultation, diagnosis and treatment of patients in the outpatient department, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service. Perform compulsory commuted overtime in line with hospital needs. Render cost effective medical care and follow-up. Sound clinical knowledge and skills consistent with the practice of



		Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient Good communication skills.
<b><u>ENQUIRIES</u></b>	:	Dr. P.P Dlamini (Medical Manager) Tel No: 034 212 1112 Ext 308
<b><u>APPLICATIONS</u></b>	:	The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's license. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Employment equity is African Male.
<b><u>CLOSING DATE</u></b>	:	31 May 2019, 16:00 afternoon
<b><u>POST 17/191</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE NDLANGUBO CLINIC REF NO: OM PHC NDL 3/2019 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Eshowe District Hospital: Ndlangubo Clinic
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience in the relevant specialty after obtaining post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources 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 at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory

		level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Nursing Manager: Dr FN Dube Tel No: 035-4734500
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mrs GZ Dube: Human Resource Manager
<b><u>NOTE</u></b>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/192</u></b>	:	<b><u>OPERATIONAL MANAGER: GENERAL GRADE 1 REF NO: HRM 22/2019 (X1 POST)</u></b> Directorate: Outpatients
<b><u>SALARY</u></b>	:	Grade 1: R444 276 – R500 031 per annum. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2018, A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of public service policies, Knowledge of nursing care processes and procedures, Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework, financial and budgetary knowledge pertaining to the nursing care. Knowledge of policy directives informing HAST programmes in the department, good interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.
<b><u>DUTIES</u></b>	:	Promote, facilitate and monitor implementation of quality health care deliver, supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, manage all resources within the unit effectively and efficient to ensure optimal service delivery, Ensure implementation of PMDS, participate in all initiatives with the aim of achieving quality service provision, maintain professional growth, ethical standards and self-development, ensure that the units comply with the National Core Standards to meet the needs and the demands of clients, provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts, promote and monitor IP&C strategies in the

		units, demonstrate an understanding of human resource and financial Management Practices and procedures, Ensure Quality Data Management and utilization.
<b><u>ENQUIRIES</u></b>	:	Mr. B.B. Khoza Tel No: 031 360 3026
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/193</u></b>	:	<b><u>SESSIONAL MEDICAL OFFICER (20 SESSIONS) REF NO: CBH/S/01/2019 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R410 800 per annum Grade 2: R470 080 per annum Grade 3: R544 960 per annum Other Benefits: 18% rural allowance, 13th cheque, Medical aid (optional) and commuted overtime
<b><u>CENTRE</u></b>	:	Catherine Booth Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard10, Matric, Grade12 or equivalent. An appropriate qualification in the appropriate Health Sciences (MBChB or equivalent). Current registration with the HPCSA as a Medical Practitioner. A minimum of three (03) years appropriate experience after registration with the HPCSA as a Medical Practitioner. Non South African citizen applicants need to have a valid work permit in accordance with HRM circular no: 49/2008 obtainable from any government department. Certificate/s of service from current and or previous Employer stamped and endorsed by HR Department. <b>Grade 1:</b> Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. <b>Grade 2:</b> Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. <b>Grade 3:</b> Minimum of 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Sound knowledge of clinical and surgical skills associated within the practice of a District Level hospital, e.g. Caesarian sections and spinal anaesthetics, circumcisions, etc. Knowledge and skills in, inter alia, General Medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics and Obstetrics & Gynecology. Good communication and interpersonal skills. Knowledge of MDR-TB. Knowledge of all applicable legislation. Recommendations: Diploma in anaesthesia, Diploma in O&G, Diploma

		in HIV, Diploma in child health. Caesarean section accreditation. Anesthesia accreditation.
<b><u>DUTIES</u></b>	:	Clinical and administrative duties. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD/casualty, maternity, paediatric and adult wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures including cesarean sections and administer anaesthesia. Attend on-going training and updates by the DOH. Manage patients in the MDR-TB unit.
<b><u>ENQUIRIES</u></b>	:	Dr. NZ Khumalo Tel No: (035) 474 8407/8/9
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
<b><u>NOTE</u></b>	:	Preference will be given to African Male. The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post and people who applied before should feel free to re-apply for the post.
<b><u>CLOSING DATE</u></b>	:	31 May 2019
<b><u>POST 17/194</u></b>	:	<b><u>PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 08/2019 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th 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 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). <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique. <b>Grade 2:</b> 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 specialty. 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.
<b><u>DUTIES</u></b>	:	Must be able to handle operating and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over

discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 31 May 2019
- POST 17/195** : **PROFESSIONAL NURSE-SPECIALTY STREAM-EMERGENCY AND TRAUMA / ORTHOPAEDIC REF NO: MURCH 09/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Emergency and Trauma / Orthopaedic, Current Registration with SANC as General Nurse and Emergency and Trauma / Orthopaedic. 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 Emergency and Trauma / Orthopaedic. **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 Emergency and Trauma / Orthopaedic, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. 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** : Teach and supervise students nurses allocated in the unity. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS. Maintain a plan to improve the quality of Nursing and health care in Emergency and Trauma / Orthopaedic. Ensuring the availability of the necessary basic equipment. Internal rotation of the staff within the relevant specialty will be exercised according to patient need.
- ENQUIRIES** : Mrs C Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 31 May 2019
- POST 17/196** : **CLINICAL NURSE PRACTITIONER GRD 1/ 2 REF NO: IMBAL 02/2019**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
- CENTRE** : Grange Clinic
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate),Diploma/Degree in Nursing Science and Midwifery plus one (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care Nursing),Current registration with the SANC for 2019 as a General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care Nursing), A minimum of 4 years appropriate or recognizable experience in nursing after registration as General Nurse: **Grade 2:** Grade 12 (Senior certificate),Diploma/Degree in General Nursing, 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (Primary Health Care Nursing), A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care/Maternity after obtaining post basic

qualification in Primary Health Care/Advance Midwifery, NB: Certificate of service (Proof of previous and current work experience endorsed and stamped by HR Office must be attached). Recommendation: NIMART trained(Attach proof) and Computer literacy(Attach proof); Knowledge, Skills and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and patients' Right Charter, Labour Relations Act, Grievance Procedures Act etc. Leadership, Organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Provide quality comprehensive Primary Health Care by promoting, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safe keeping of basic medical equipment, surgical and pharmaceutical stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure that the clinic complies with Infection Prevention and Control as well Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the National Core Standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, TB, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, Analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMSD System and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.

**ENQUIRIES  
APPLICATIONS**

: Mrs NM Chonco Tel No: 033 3989100  
 : to be forwarded to: Attention, The Human Resource Manager, Imbalenhle CHC, Private Bag X 9104, Pietermaritzburg, 3200 or hand delivered to Imbalenhle CHC, Thwala Road, Unit 3 Imbali, Pietermaritzburg, 3201

**NOTE**

: Directions to Candidates: Application for Employment form (Form Z83), which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Curriculum Vitae, Certified copies of identity document, highest education qualifications and professional registration certificates - not copies of certified copies. The Reference Number must be indicated in the column provided on the Z83 form e.g. Circular Minute Number IMBAL 02/ 2019. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following: Checks (Security clearance, Credit records, Qualifications, Citizenship and Previous Experience verifications). Due to the large number of applications received, applications will not be acknowledged. However, every successful candidate will be advised of the outcome of his or her application in due course. 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. This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. The contents of this circular must be brought to the notice of all eligible officers and

employees on the establishment of all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Employment equity target is African male.

- CLOSING DATE** : 31 May 2019
- POST 17/197** : **CLINICAL NURSE PRACTITIONER REF NO: NDH 07/2019**  
Cluster: Nursing Department
- SALARY** : R383 226 – R444 276 per annum  
R471 333 – R579 696 per annum  
Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital: (Baniyena Clinic)  
Grade 12 / STD 10, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care, Registration Certificate with SANC as a General Nurse and Midwifery, Current registration with SANC as a General Nurse and Midwife. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in 'general nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in 'general nursing. At least ten (10) years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendation: Nisant Trained. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills.
- DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work overtime and extended hours.
- ENQUIRIES APPLICATIONS** : Mrs. SJ Moody Tel No: 033 – 3879006
- FOR ATTENTION NOTE** : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200  
Mrs. SJ Moody  
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing



date, they must accept that their applications were unsuccessful. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

- CLOSING DATE** : 31 May 2019
- POST 17/198** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: CBH05/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
: Standard10, Senior certificate or Grade12. Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2019 to practice. Certificate/s of service endorsed and stamped by HR Department from current / former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC In General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining 1 year post basic qualification in the relevant specialty.
- DUTIES** : To provide holistic nursing care to patients in Maternity Ward in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislation. Ensure the utilization of maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in-charge and to manage the unity accordingly. To provide nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programs to reduce morbidity and mortality rates, communicable and non-communicable disease. Implement quality improvement plans. Maintain accurate and complete patients' records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unity. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS etc. Maintain client satisfaction through quality service innovation and professionalism.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9  
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male. The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s),

Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post and people who applied before should feel free to re-apply for the post.

**CLOSING DATE**

:

31 May 2019

**POST 17/199**

:

**CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/07/19**

**SALARY**

:

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

**CENTRE REQUIREMENTS**

:

Umgungundlovu District Office: Songonzima Clinic

:

**Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

**DUTIES**

:

Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

**ENQUIRIES APPLICATIONS**

:

Mrs NM Ngubane Tel No: 033 395 4340

:

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

**FOR ATTENTION NOTE**

:

Human Resource Practices

:

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof

on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

- CLOSING DATE** : 31 May 2019
- POST 17/200** : **HUMAN RESOURCE MANAGER REF NO: UTHUK/01/2019 (X1 POST)**  
Those who previously applied must re- apply
- SALARY** : R376 596 – R443 601 per annum (Level 09)  
Other Benefits: 13th cheque, Medical Aid (Optional), Home Owners Allowances (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Bachelor Degree / National Diploma in Human Resource Management/ Public Management /Public Administration. 3 years Supervisory experience in Human Resource Environment. Recommendation: Computer Literacy: MS Office Software Application (Attach Proof). Persal experience Proof of previous or current work experience endorsed and stamped by Human Resource must be attached. Valid driver's license. Knowledge, Skills, Training and Competences Required: Human Resource Practices, Labour Relations and Human Resource Development. Be computer literate. Broad knowledge and understanding of Human Resource. In- depth knowledge of relevant act, policies, regulation in Human Resource Management. Sound knowledge of persal, project and financial management. Good communication (verbal and written) skills .Good interpersonal relationship.
- DUTIES** : Develop an annual workforce plan with budgetary constraints. Develop and implement operational and strategic measures to enhance the moral of staff employed in the hospital. Design and implement effective employment relations (consultation and negotiations) forums with staff organization. Determine the numbers, skills mix and training needs for all departments in the hospital, taking into account budgetary constraints, and national and provincial norms .Set out the framework for job descriptions for all staff. Advise managers on all aspects of H.R Management, organizational and staffing structures and reporting arrangements. Develop and implement effective H.R policies within guidelines set by the Provincial Health Department.
- ENQUIRIES** : Mrs. C.G.k Hadebe Tel No: 036 631 2202
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager: Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.
- FOR ATTENTION** : Mrs. C.G.K Hadebe
- NOTE** : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document and driver's license, certified copies of highest educational qualifications(not copies of previously certified copies).The reference number must be indicated in the column provided on the form Z83(Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA,

verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 31 May 2019
- POST 17/201** : **RADIOGRAPHER DIAGNOSTIC REF NO: RADDIAG/1/2019 (X1 POST)**  
Department: Diagnostic Imaging
- SALARY** : Grade 1: R317 976 per annum Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements  
Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement  
Grade 3: R439 164 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement
- CENTRE REQUIREMENTS** : IALCH  
: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
- DUTIES** : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.
- ENQUIRIES APPLICATIONS** : Mrs B V Mfeka Tel No: 031 240 1950  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE**

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

**CLOSING DATE**

: 07 June 2019

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

- CLOSING DATE** : 31 May 2019 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably not older than 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your application form and where possible the station/Centre where the post is. Please use one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms).

**OTHER POSTS**

- POST 17/202** : **MEDICAL OFFICER GR 2 REF NO: MPDOH/MAY/19/01**
- SALARY** : R938 938 – 1 028 693 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
- CENTRE** : Bethal Hospital
- REQUIREMENTS** : An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Minimum of 5 years' relevant experience after registration. Minimum of 6 years' experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.
- DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.
- ENQUIRIES** : Mr. C D Mnisi Tel No: (017 811 1642)
- APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
- FOR ATTENTION** : Mr. M A Dhladhla
- POST 17/203** : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MAY/19/02 (X2 POSTS)**
- SALARY** : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
- CENTRE** : Standerton Hospital
- REQUIREMENTS** : An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health

Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

**DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

**ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017 811 1642)

**FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.  
Mr. M A Dhladhla

**POST 17/204** : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MAY/19/03**

**SALARY** : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE REQUIREMENTS** : Amajuba Memorial Hospital  
An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

**DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Ensure medical outreach to PHC unit.

**ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017) 811 1642

**FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.  
Mr. M A Dhladhla

**POST 17/205** : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MAY/19/04**

**SALARY** : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD).

**CENTRE REQUIREMENTS** : Witbank Hospital  
An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

**DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

**ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)

**FOR ATTENTION** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.  
Ms. S Matheba

**POST 17/206** : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MAY/19/05**

**SALARY** : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : H A Grove Hospital

**REQUIREMENTS** : An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

**DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/207** : **MEDICAL OFFICER GR 1 REF NO: MPDOH/MAY/19/06**

**SALARY** : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : Mammetlhake Hospital

**REQUIREMENTS** : An appropriate qualification that allow 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 to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. No Experience required. On year relevant experience after registration as Medical Practitioner with recognised foreign Health Professionals Council in respect of foreign qualified employees of whom it is not required to perform community services, as required in South Africa.

**DUTIES** : Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/208** : **PHARMACIST GRADE 1 REF NO: MPDOH/MAY/19/08**

**SALARY** : R693 372 – R735 918 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : Sabie Hospital

**REQUIREMENTS** : Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

**DUTIES** : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control



functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

**ENQUIRIES** : Mr. I Zitha Tel No: 013 755 5100

**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION** : Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 17/209** : **PHARMACIST GR 1 REF NO: MPDOH/MAY/19/09**

**SALARY** : R693 372 – R735 918 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : Bernice Samuel Hospital

**REQUIREMENTS** : Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

**DUTIES** : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/210** : **PHARMACIST GR 1 REF NO: MPDOH/MAY/19/10**

**SALARY** : R693 372 – R735 918 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : Waterval Boven Hospital

**REQUIREMENTS** : Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. 5 years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

**DUTIES** : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/211** : **OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/MAY/19/07**

**SALARY** : R562 800 – R633 432 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : SEAD Clinic

**REQUIREMENTS** : Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing

- legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's license.
- DUTIES** : Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
- ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)
- APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
- FOR ATTENTION** : Ms. S Matheba
- POST 17/212** : **OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/MAY/19/11**
- SALARY** : R562 800 – R633 432 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
- CENTRE** : Embalenhle CHC
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's license.
- DUTIES** : Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
- ENQUIRIES** : Mr. C D Mnisi Tel No: (017 811 1642)
- APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
- FOR ATTENTION** : Mr. M A Dhladhla
- POST 17/213** : **OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/MAY/19/13**
- SALARY** : R562 800 – R633 432 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
- CENTRE** : Pilgrims Rust Clinic
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. 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/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills. Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>APPLICATIONS</u></b>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr. I Zitha Tel No: 013 755 5100
	:	Ms. Innocent Mthombeni Tel No: (013 7555 100)
<b><u>POST 17/214</u></b>	:	<b><u>DEPUTY MANAGER: NURSING: TB CONTROL PROGRAMME REF NO: MPDOH/MAY/19/12</u></b>
<b><u>SALARY</u></b>	:	R562 618 – R949 482 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gert Sibande District, Ermelo
	:	Knowledge and understanding of Primary Health Care and District Health Systems, Key policies and National Health Programmes including HIV and AIDS, STIs and TB and relevant government policies and prescripts. Must have a code 8 Drivers License.
<b><u>DUTIES</u></b>	:	Co-ordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in health care facilities and in the community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the district. Oversee implementation of the TB Control Programme in the district in line with the National Guidelines and Protocols. Provide support to all sub-districts and facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Develop an efficient patient referral system to ensure continuity of care for TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mines and industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities, sub –districts and private sector health care services (mines, industry etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration services. Plan and facilitate Awareness Campaigns and Social Mobilization in the districts through collaboration with relevant stakeholders. Adapt and distribute relevant IEC material in local languages. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Mr. C D Mnisi Tel No: (017 811 1642)
	:	The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
	:	Mr. M A Dhladhla

**POST 17/215** : **ASSISTANT MANAGER (PNA7) REF NO: MPDOH/MAY/19/14**

**SALARY** : R562 618 – R949 482 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD).

**CENTRE REQUIREMENTS** : Standerton Hospital  
Basic R425 qualification and registration with SANC as a professional nurse. A minimum of eight (8) years appropriate experience in nursing after registration with SANC in General nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level.

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

**ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017 811 1642)

**FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.  
Mr. M A Dhladhla

**POST 17/216** : **LECTURER (PRECEPTOR) REF NO: MPDOH/MAY/19/15**

**SALARY** : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE REQUIREMENTS** : Mpumalanga College Of Nursing, Kabokweni  
Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. SANC as Professional Nurse in Nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.

**ENQUIRIES APPLICATIONS** : Ms Gugu Nkosi @ 013 766 3103, or Mr Emmanuel Makokoropo @ 013 766 3384  
The Head of Department, Private Bag X 11285, Nelspruit; 1200, or Hand delivered to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200

**FOR ATTENTION** : Ms. Glory Mokone

**POST 17/217** : **LECTURER (HOD) REF NO: MPDOH/MAY/19/16**

**SALARY** : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE REQUIREMENTS** : Mpumalanga College of Nursing, Kabokweni  
Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. SANC as Professional Nurse in Nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.

**ENQUIRIES APPLICATIONS** : Ms Gugu Nkosi @ 013 766 3103, or Mr Emmanuel Makokoropo @ 013 766 3384  
The Head of Department, Private Bag X 11285, Nelspruit; 1200, or Hand delivered to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200

**FOR ATTENTION** : Ms. Glory Mokone

**POST 17/218** : **PROFESSIONAL NURSE (PN-B1) REF NO: MPDOH/MAY/19/17**

**SALARY** : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE REQUIREMENTS** : Paulina Morapedi CHC

**REQUIREMENTS** : Basic qualification accredited by the SANC in terms of Government Notice 425 ( i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

**ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017 811 1642)

**FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.  
Mr. M A Dhladhla

**POST 17/219** : **PROFESSIONAL NURSE (PNB1) REF NO: MPDOH/MAY/19/18 (X2 POSTS)**

**SALARY** : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE REQUIREMENTS** : Seabe CHC; Waterval CHC

**REQUIREMENTS** : Basic qualification accredited by the SANC in terms of Government Notice 425 ( i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

**ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)

**FOR ATTENTION** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035  
Ms. S Matheba

**POST 17/220** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/MAY/19/20**

**SALARY** : R376 596 per annum (Level 09) plus benefits

**CENTRE** : Amajuba Memorial Hospital

**REQUIREMENTS** : Bachelor's Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years' experience in Financial Management. Good Knowledge and skills in BAS, LOGIS, Treasury Regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver's license.

**DUTIES** : Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

**ENQUIRIES** : Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

**FOR ATTENTION** : Mr. M A Dhladhla

**POST 17/221** : **RADIOGRAPHER GR 1 REF NO: MPDOH/MAY/19/19**

**SALARY** : R317 976 – R361 872 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**CENTRE** : Middelburg Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultra-sound). Registration with a professional council: Registration with the HPCSA in Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to assist in the geographic area when required. Competencies (knowledge/skills): Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team.

**DUTIES** : Conduct ante-natal paediatric, gynaecology, vascular studies and abdominal ultrasound examinations. General care of patients. Maintain case records and statistics. Participate in OPD training programmes. Responsible for quality assurance in the sonography department.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035

**FOR ATTENTION** : Ms. S Matheba

**POST 17/222** : **RADIOGRAPHER GR 1 REF NO: MPDOH/MAY/19/21**

**SALARY** : R317 976 – R361 872 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

**CENTRE** : Carolina Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultra-sound). Registration with a professional council: Registration with the HPCSA in Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of

RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to assist in the geographic area when required. Competencies (knowledge/skills): Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team.

**DUTIES** : Conduct ante-natal paediatric, gynaecology, vascular studies and abdominal ultrasound examinations. General care of patients. Maintain case records and statistics. Participate in OPD training programmes. Responsible for quality assurance in the sonography department.

**ENQUIRIES** : Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION** : Mr. M A Dhladhla

**POST 17/223** : **SENIOR STATE ACCOUNTANT REF NO: MPDOH/MAY/19/22**

**SALARY** : R316 791 per annum (Level 08) (plus benefits)

**CENTRE** : Salary Administration – Provincial Office

**REQUIREMENTS** : An appropriate recognized B. COM Degree or National Diploma in Accounting / Finance. Related qualification which is NQF level 6 with a minimum of 3 years' experience in Finance field; Thorough knowledge of financial accounting; Exposure in the fields of salaries and tax will be an advantage; Good financial management skills, planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills; Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS); Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy; Good knowledge of Treasury Regulations and Public Finance Management Act; Self-starter, able to work independently without compromising team results; valid driver's license.

**DUTIES** : Administration of Salaries, Reconciliation of Tax, Clearing of Suspense Accounts, Clearing of PERSAL Exceptions on BAS, Authorizing of BAS transactions; Dealing with salary related enquiries. Supervising and managing of subordinates.

**ENQUIRIES** : Ms Gugu Nkosi @ 013 766 3103, or Mr Emmanuel Makokoropo @ 013 766 3384

**APPLICATIONS** : The Head of Department, Private Bag X 11285, Nelspruit; 1200, or Hand delivered to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200

**FOR ATTENTION** : Ms. Glory Mokone

**POST 17/224** : **STATE ACCOUNTANT: PAYMENTS REF NO: MPDOH/MAY/19/23**

**SALARY** : R257 508 per annum (Level 07) plus benefits

**CENTRE** : Gert Sibande District Office, Ermelo

**REQUIREMENTS** : Must have mathematics or accounting as a passed subject plus two years relevant experience. Working knowledge of BAS, LOGIS and MS Office. Sound knowledge of relevant legislation including PFMA and Treasury regulations. Basic accounting and analytical skills. Decision making skills. Sound interpersonal and management skills.

**DUTIES** : Ensure proper reconciliation of Pharmaceutical service accounts. Manage and monitor expenditure patterns of the section. Follow up all outstanding invoices on daily basis. Manage virement of funds Render credit control services. Consolidate audit queries and conduct financial inspection. Attend to journalizing of expenditure. Provide management with financial reports.

**ENQUIRIES** : Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION** : Mr. M A Dhladhla

**POST 17/225** : **PROFESSIONAL NURSE (SCHOOL HEALTH) PNA2 REF NO: MPDOH/MAY/19/24**

**SALARY** : R256 905 – R297 825 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

- CENTRE REQUIREMENTS** : Govan Mbeki Sub District  
 : Qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma / Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.
- DUTIES** : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.
- ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017 811 1642)  
 : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
- FOR ATTENTION** : Mr. M A Dhladhla
- POST 17/226** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/MAY/19/25**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits  
 : Middelburg Hospital  
 : Senior certificate or Equivalent qualification with at least 5 years' experience in Human Resource unit. This should include working with appointments, Service conditions, PMDS and crafting of submissions relating of thereto. Extensive knowledge and experience in PERSAL including interpreting Persal reports. Have certificate in PERSAL. Knowledge of procedure on Incapacity leave and ill-health retirement (PILIR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative, and ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid Code B driver's license will serve as an added advantage.
- DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer/ HR Manager.
- ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)  
 : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
- FOR ATTENTION** : Ms. S Matheba
- POST 17/227** : **STATE ACCOUNTANT REF NO: MPDOH/MAY/19/26 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits  
 : Middelburg Depot  
 : Must have Mathematics or Accounting as a passed subject plus two years relevant experience. Working knowledge of BAS, LOGIS and MS Office. Sound knowledge of relevant legislation including PFMA and Treasury regulations. Basic accounting and analytical skills. Decision making skills. Sound interpersonal and management skills.



**DUTIES** : Prepare revenue projections, revenue improvement plans together with relevant stakeholders. Management of fiscal handling of cash with relevant delegations process implemented. Management of creditors / debtors functions. Manage and authorize receipts of revenue collected. Daily reconciliation conducted for all revenue and Debt transactions. Attend to queries with internal and external stakeholders via the correct communication channels. Prevent and management of all related audit queries and implement remedial action measures. Management of face value forms. Compile relevant Debt and Revenue reports. Manage and direct the Revenue section staff. Any other delegated functions. Management and prevent all irregular, fruitless and wasteful expenditure. Manage all system related functions and reports. Ensure proper recordkeeping, registers of all office work handled. Implement strict controls on high risk patient files in the office. Ensure the proper support of Case Management. Conduct risk assessment and strategies implemented. Ensure compliance to all policies, standing Operational procedures and prescriptions.

**ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)  
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035

**FOR ATTENTION** : Ms. S Matheba

**POST 17/228** : **DATA TECHNOLOGIST REF NO: MPDOH/MAY/19/27**

**SALARY** : R257 508 per annum (Level 07) plus benefits  
**CENTRE** : Nkangala District Office, Emalahleni  
**REQUIREMENTS** : An appropriate NQF Level 6 for Diploma and Level 7 for Degree Qualification as recognised by SAQA with more than three (3) years relevant experience. Required qualification is an IT related Diploma or Degree in IT. Certification in ITIL, N+, A+. Knowledge: Project Management skills. Windows support environment. Working Knowledge of desktops, laptops, printers. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills.

**DUTIES** : Install, configure desktops and laptops as and when required. Provide user support & awareness. Ensure timely response to logged calls. Ensure that user data is backed up to file servers. Produce reports as and when needed. Attend to network issues in facilities. Give support to Systems. Provide routine, scheduled computer maintenance. Provide support and leadership to other users. Perform duties as may be delegated from time to time.

**ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)  
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/229** : **PROFESSIONAL NURSE (PNA2) REF NO: MPDOH/MAY/19/28 (X6 POSTS)**

**SALARY** : R256 905 – R297 825 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance  
**CENTRE** : Middelburg Hospital  
**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have general Nursing Midwifery. Ability to work in Maternity as a Midwife. Must have experience as a Midwife.

**DUTIES** : Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

**ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013 658 1070)  
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/230** : **PROFESSIONAL NURSE (PNA2) REF NO: MPDOH/MAY/19/29 (X2 POSTS)**

**SALARY** : R256 905 – R297 825 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**CENTRE** : Impungwe Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have general Nursing Midwifery. Ability to work in Maternity as a Midwife. Must have experience as a Midwife.

**DUTIES** : Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

**POST 17/231** : **TELKOM OPERATOR REF NO: MPDOH/MAY/19/30**

**SALARY** : R145 281 per annum (Level 04) plus benefits

**CENTRE** : Middelburg Hospital

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Good communication and interpersonal skills. Maintain confidentiality. Experience in the relevant field will be an advantage.

**DUTIES** : Operation of switchboard. Ensure maintenance and functioning of Switchboard Handle incoming and outgoing calls. Channel calls to the appropriate sections. Answer general queries, keep record of trunk calls. Take messages and give message expediently. Issuing of private telephone accounts to relevant officers. Report abuse of telephones.

**ENQUIRIES** : Ms. S Matheba Tel No: (013 658 1070)

**APPLICATIONS** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION** : Ms. S Matheba

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 03 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**OTHER POST**

- POST 17/232** : **SENIOR AGRICULTURAL ECONOMIST: AGRICULTURAL ECONOMIC SERVICES REF NO: AGR 2019-22 (X2 POSTS)**
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Honours degree or equivalent qualification with Agricultural Economics and or Agricultural Management as major subjects with a minimum of 3 years` relevant experience; A valid code B driving license. Competencies: Knowledge of Economic and financial systems, analytical techniques, and international trade theory and policy; Advanced computer literacy and knowledge of programming packages (e.g. STATA); Advanced presentation and communication (written and verbal) skills; Ability to conduct independent research; Good understanding of the Agricultural sector and macro-economic factors influencing it; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate financial record keeping programme for farmers in the Western Cape; Analyse financial statements for farm businesses and make recommendations for improvement; Develop new enterprise budgets and facilitate the development of these budgets by collecting, verifying, interpreting and evaluation of data; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Provide advice to internal & external stakeholders on production economics activities and studies which include but not limited to Financial Record Keeping, viability studies, business plan development and its evaluation, feasibility studies, cash-flows and sensitivity analysis; Continuous in-depth study or research of developments, patterns and trends in the field of production economics by making use of recognized scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations; Perform administrative and related functions.
- ENQUIRIES** : Mr M Mjonono at (021) 808 5200/ 078 456 2973

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 03 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the

closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### OTHER POST

- POST 17/233** : **ASSISTANT DIRECTOR: LIBRARY SERVICES (CAPE WINELANDS) REF NO: CAS 2019-26**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Library and Information Science or related field with a minimum of 3 years' relevant experience in General Management and/or Library Management experience (provincial or public); A valid code B driving license. Recommendations: B.Bib/ B-Degree/ BTech (LIS) Degree in Library and Information Science or related. Competencies: Knowledge of the following: Library and information services legislations and policies; General and project management; Information technology; Human resources and related prescripts; Project management; Sound verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership skills; Ability to work in a team; Computer literacy, especially above average skills in MS Office package; Planning and organising skills.
- DUTIES** : Co-ordinate strategic and operational planning and execution in the control area; Manage the Cape Winelands budget and expenditure budget and expenditure; Manage, monitor and report on the Public Library building projects; Manage collection development in the control area; Responsible for human resource management in the division; Co-ordinate training programmes for public librarians in the control area; Liaise with municipal stakeholders and other local authorities to sustain and develop library services in the control area.
- ENQUIRIES** : Mr S Wehmeyer at (021) 483 2241

#### DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 03 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### OTHER POST

- POST 17/234** : **ASSISTANT DIRECTOR: CATALYTIC INFRASTRUCTURE REF NO: DEDAT 2019-19**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) with a minimum of 5 years' relevant experience within an Economic Planning/ Economic Development/ Sector Development environment or related field; A valid code B driving license. Recommendations: Experience in Project Management and facilitation; Stakeholder Management; Infrastructure development; Research and analysis experience (e.g. Drafting economic concept/ scoping/ analysis/ literature review documents based on desktop research and stakeholder interviews). Competencies: Knowledge of the following: Applicable

- legislative and regulatory requirements, policies and standards; Monitoring and evaluation methods, tools and techniques; Industrialisation/ manufacturing; Infrastructure development; Economic/ Sector development; Communication (written and verbal) skills in at least two the three official languages of the Western Cape; Proven Computer Literacy; Applied strategic thinking; Problem solving skills; Decision making; Organisation and effectiveness; Self-management skills.
- DUTIES** : Support the strategic processes and decision-making of the Chief Directorate; Project Manage the Directorate's projects and programmes aligned to overall strategy framework; Co-ordinate stakeholders as relevant to the development and implementation of projects and programmes within the Sub-Directorate and Directorate; Management of the human resources of the Sub-Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Support the planning of the Sub-Directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Ms B Mpahlaza-Schiff on (021) 483 9001

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 03 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **OTHER POST**

- POST 17/235** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EADP 2019-16**
- SALARY CENTRE** : R733 257 per annum (Level 11) (All-inclusive salary package)  
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years' management level experience within Supply Chain Management. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain Management; Excellent report writing skills; Strategic planning skills; Must be able to meet strict deadlines; Able to render advice and guidance in an objective yet dedicated manner; Ability to multi-task under changing circumstances; Ability to lead and direct teams; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
- DUTIES** : Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.
- ENQUIRIES** : Mr J Fritz at (021) 483 2759

#### **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 17/236** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU/ HIGH CARE AND RENAL UNIT)**

Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
Grade 2 R471 333 (PN-B2) per annum

**CENTRE** : George Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Nephrology. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC. 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 a Renal Unit after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to do standby (call- out) duties. 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 Renal Department.

**DUTIES** : 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 WCG in the execution of duties.

**ENQUIRIES** : Ms GE Sellars Tel No: (044) 802-4356/7

**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION** : Mr BH Cassim

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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** : 07 June 2019

**POST 17/237** : **QUALITY ASSURANCE MANAGER**  
Directorate: Health Impact Assessment

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Norton Rose, Cape Town

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in health science practice and health services management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Norms and Standards Regulations Applicable to Different Categories of Health Establishments. Knowledge of the Ideal Health Facility Maintenance and Realisation Programme that include Clinics, Community Health Centres and Hospitals. Good communication and interpersonal skills. Ability to analyse and interpret data and write reports. Computer Literacy: Microsoft Office Package. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be expected to write competency test. This post does not form part of the OSD.
- DUTIES** : Assist with overseeing the implementations of the Regulated Norms and Standards Regulations Applicable to Different Categories of Health Establishments. Assist facilities and monitor progress with the Implementation of the Ideal Health Facility Realization and Maintenance Programme. Provide technical support to all institutions, districts and head office components with regard to improving the patient experience, technical quality and quality improvement. Analyse and interpret quality assurance data and compile reports. Provide a support service to the Deputy Director: Quality Assurance.
- ENQUIRIES** : Ms A van den Berg Tel No: (021) 483-3115
- 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. Short-listed candidates will be expected to write competency test. This post does not form part of the OSD.
- CLOSING DATE** : 07 June 2019
- POST 17/238** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R376 596 per annum
- CENTRE** : Supply Chain Management Governance, Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: 3-Year National Diploma Experience: Extensive experience in Supply Chain Management policy formulation. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Public Finance Management Act, National Treasury Regulations, Preferential Procurement Regulations, Provincial Treasury Instructions and the Departmental delegations and procedures. Advanced computer literacy in Microsoft Office applications (Word, Excel). Strong managerial, organisational, strategic, operational, project management, report writing skills. Proven knowledge of procurement and related systems. Knowledge of a Supply Chain Management environment.
- DUTIES** : Maintain/develop SCM policies, delegations and give inputs on proposed SCM legislation and procedures. Maintain and update the Department's AOS. Compliance monitoring and evaluation of departmental institutions. Report on non-compliance on SCM prescripts. Provide sufficient and appropriate training and support to institutions. Investigate complaints from suppliers and give feedback to suppliers and Institutions. Overall Human Resource Management of Sub-directorate's staff.
- ENQUIRIES** : Ms C Taft Tel No: (021) 483-4263
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 June 2019
- POST 17/239** : **ASSISTANT DIRECTOR: FINANCE**  
(Overberg District)
- SALARY** : R376 596 per annum
- CENTRE** : Swellendam Hospital

<b><u>REQUIREMENTS</u></b>	:	Appropriate three-year National Diploma or Degree. Experience. Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Experience in budget and expenditure control. Experience in the management of Asset and Liability Accounts. Proven Supervisory experience. Inherent requirement of the job: Valid driver's (code EB/B) license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognise and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.
<b><u>DUTIES</u></b>	:	Strategic and Operational Management of Finance and Supply Chain Management. Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management. Ensure effective Revenue Management. Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.
<b><u>ENQUIRIES</u></b>	:	Dr JP Du Toit Tel No: (028) 514-1142
<b><u>APPLICATIONS</u></b>	:	The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<b><u>FOR ATTENTION</u></b>	:	Ms A Brits
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 June 2019
<b><u>POST 17/240</u></b>	:	<b><u>AUDIOLOGIST GRADE 1 TO 3</u></b> (3 Years' Contract Post)
<b><u>SALARY</u></b>	:	Grade 1: R317 976 per annum Grade 2: R372 810 per annum Grade 3: R439 164 per annum (Plus 37% in lieu of service benefits)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist. Registration with a professional council: Current registration with the HPCSA as an Audiologist. Experience: <b>Grade 1:</b> None after registration with the HPCSA in the relevant profession in Audiology (where applicable) in respect of RSA qualified employees who perform Community Services, as required in South Africa. 1-year relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA in Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA in Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Competency in diagnostic audiology and hearing aid fitting. Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team. Proof of continuing professional development.
<b><u>DUTIES</u></b>	:	Render audiological services (assessment and treatment) to children and adults in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment



both within and outside hospital. Participate and present In-service training and Continuing Education. Perform administrative tasks related to the audiology service within the hospital.

**ENQUIRIES** : Ms J Birkenstock Tel No: (021) 938-4825/4/17  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 07 June 2019

**POST 17/241** : **INDUSTRIAL TECHNICIAN PRODUCTION**  
(Health Technology)

**SALARY** : R257 508 per annum  
**CENTRE** : (Clinical Engineering, Goodwood) Electronics Unit  
**REQUIREMENTS** : Minimum educational qualification: National Diploma (T or N or S stream) Electronics / Electrical – light Current or Mechatronics or Bio-medical or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience with repair and maintenance to electronic circuits, systems and related medical equipment or demonstrate an aptitude for this type work. Inherent requirements of the job: Valid driver's (Code B/EB) license and competent to drive. Willingness to work overtime, stay overnight and travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of electronic equipment. Computer literate. Good written and verbal communication skills.

**DUTIES** : Complete tasks within deadlines. Liaise with clients with regard to information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other Units, prioritising work and consideration of operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of maintenance management and internal records. Write reports and assist with specifications. Carry out maintenance, repairs and installation of electronic and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

**ENQUIRIES** : Mr K Lutchman/ Mr G Lee Tel No: 021 591 7126  
**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 the post. Candidates will be required to undertake a practical test.

**CLOSING DATE** : 07 June 2019

**POST 17/242** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
West Coast District

**SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum

**CENTRE** : Clanwilliam Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel long distances. Physically fit to perform duties. Valid Wireman's licence. Willingness to work irregular hours (i.e. day, night, overtime, after-hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw

		specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience in the electrical field, refrigeration systems and oxygen bank.
<b><u>DUTIES</u></b>	:	Day-to-day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Responsible for the maintenance of health facilities and clinics, Contract Management, People Management and Financial Management that falls under the management and control of Cederberg Sub-district. Carry out technical investigations, provide technical support to clients, write specifications or work-plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work, including reporting and assist personnel with completion of administrative documents. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop and assist with the execution of projects by the aforementioned workshops. Assist with mechanical, electrical and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs.
<b><u>ENQUIRIES</u></b>	:	Ms N 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>	:	Ms NW Smit
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	07 June 2019
<b><u>POST 17/243</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL/MILLWRIGHT)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<b><u>CENTRE</u></b>	:	Matzikama PHC Support and Outreach
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel long distances. Willingness to work irregular hours (i.e. day/night, overtime, after-hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding mechanical/electrical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).
<b><u>DUTIES</u></b>	:	Mechanical/Electrical Repairs, Maintenance and Fault finding of plant equipment, laundry machinery, autoclaves, standby generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Administrative Officer with administration, planning and schedules. Planning, compile specifications and manage projects. Assist with procurement of spares and control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr A Rossouw Tel No: (027) 213-2039
<b><u>APPLICATIONS</u></b>	:	The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<b><u>FOR ATTENTION</u></b>	:	Ms M Tangayi
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test.
<b><u>CLOSING DATE</u></b>	:	07 June 2019

**POST 17/244** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (LOGIS SUPPORT- DEVELOPMENT AND IMPLEMENTATION PROJECT OF NEW ASSET STRUCTURE (X10 POSTS))**  
(5-Year Contract)  
Directorate: Supply Chain Management Governance

**SALARY** : R173 703 per annum plus 37% in lieu of service benefits  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Experience in Supply Chain Management system Logis and practices or systems management/implementation. Competencies (knowledge/skills): Computer literacy particularly in Word and Excel. Data analysis & reporting organising skills knowledge of procurement systems – LOGIS. Knowledge of LOGIS asset application. Conversant with the Department's procurement prescripts. Ability to communicate effectively (written and verbal) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Team work and project management. Excellent human relations abilities and telephone skills. Driver's licence will be an advantage.

**DUTIES** : Verification of assets against institutions LOGIS asset register. Redesign Institutions cost centre and asset structure according to projects guidelines. Capturing new asset structure on LOGIS portal. Transfer assets to new structure and verify documentation for sign off by management. Provide training and guiding staff on new application and scanning hardware. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration. On-going reporting on Projects. Willingness to travel and sleep out for long periods to implement new system at institution.

**ENQUIRIES** : Mr J Coetzee Tel No: 021 483 4302  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)  
**NOTE** : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 07 June 2019

**POST 17/245** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Garden Route

**SALARY** : R173 703 per annum  
**CENTRE** : Calitzdorp Clinic, Kannaland Sub-District  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Appropriate experience in capturing and managing of data on PHCIS; Sinjani; tIER.net. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies: (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

**DUTIES** : Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

**ENQUIRIES** : Ms Labuschagne Tel No: (028) 551-1010  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post. A practical competency test will be part of the interview process.

**CLOSING DATE** : 07 June 2019

**POST 17/246** : **DRIVER (LIGHT DUTY VEHICLE)**  
(Cape Winelands Health District)

**SALARY** : R102 534 per annum  
**CENTRE** : Montagu Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

**DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES** : Mr P Kleintjies Tel No: (023) 626-8551  
**APPLICATIONS** : The Manager: Medical Services, Langeberg Sub District, Private Bag X617, Robertson, 6705.

**FOR ATTENTION** : Ms T Padiachay  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE** : 07 June 2019

**POST 17/247** : **CLEANER**  
(Cape Winelands Health District)

**SALARY** : R102 534 per annum  
**CENTRE** : TC Newman CDC, Paarl  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

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

**ENQUIRIES** : Ms J Bosch Tel No: (021) 862-4520  
**APPLICATIONS** : Primary Health Care Manager, Drakenstein Sub District, Private Bag X3043, Paarl, 7646.

**FOR ATTENTION** : Mr R Williams  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 07 June 2019

**POST 17/248** : **GROUNDSMAN**  
West Coast District

**SALARY** : R102 534 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate gardening and maintenance of terrain experience. Inherent requirements of the job: Willingness to be on call and work overtime for the institution when required. Valid (Code B/EB) driver's license. Ability to work with heavy duty gardening and workshop equipment. Competencies (knowledge/skills): Knowledge of gardening

and minor maintenance of gardening equipment and Health and Safety Regulations. Knowledge of infection control and safety procedures of waste management. Ability to communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : Render an effective, efficient maintenance of gardening and terrain service. Cost-effective usage of gardening equipment. Correct handling and disposal of waste and medical waste. Assist Handyman with minor maintenance and repair of equipment, terrain and buildings. Render a support service to supervisor.
- ENQUIRIES** : Ms NW Smit Tel No: (022) 921-2153
- APPLICATIONS** : The Assistant Director: Administration and Support Service, Cederberg Sub-district, Private Bag X14, Citrusdal, 7340.
- FOR ATTENTION** : Ms NW Smit
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 07 June 2019

#### **DEPARTMENT OF THE PREMIER**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 03 June 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

#### **MANAGEMENT ECHELON**

- POST 17/249** : **DIRECTOR: ORGANISATION BEHAVIOUR REF NO: (DOTP 2019-46)**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Master's degree in Human Resource Management or Industrial Psychology and professional registration as an Industrial Psychologist with the HPCSA; A minimum of 6 years' management experience within a people management environment. Recommendation: Deep knowledge and exposure to the broader Organisation Development domain (Organisation and Process Design). Competencies: Knowledge of the following: latest developments in people management theory and practice; advanced knowledge of Organisational Behaviour practices and processes (organization culture processes/ models/ assessment, leadership development, values definition and embedding, team development processes); Organisation Development practices and processes (organizational diagnostic models, client engagement techniques, issue identification processes, solution design etc.); Advanced knowledge of Employee Health and Wellness models, practices and processes; complex supply chain procurement practices; advanced knowledge of assessment practices and tools. Strong conceptual and formulation skills; advisory and consulting skills; strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills. Excellent communication skills; Outstanding planning, organizing (including project management) and people management skills; presentation skills at senior management level and advanced facilitation skills. Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals; the ability to render advice and guidance in an objective manner.

**DUTIES** : Manage the Directorate Organisation Behaviour as strategic, financial and people manager; Ensure the effective delivery of recruitment and developmental assessment services aligned to prescripts; Responsible for Employee Health and Wellness strategy and program management; Responsible for the provision of culture assessment and development services consisting of team development interventions, culture journey support, leadership development program coordination; As management team member of the Organisation Development Chief Directorate, you are responsible for cross-functional deliveries and integration.

**ENQUIRIES** : Mr Johan Nel (+27 21 466 9701)

#### **OTHER POST**

**POST 17/250** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 2019-47 (X2 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years' experience in conducting forensic investigations into economic crime; A valid code B driving licence. Recommendation: Experience in investigations within the public sector; Qualification of B. Com Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Knowledge of relevant legislation in the field of forensic investigation in governance; Good interviewing skills and ability to take statements during investigations; Project management skills; Forensic report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Planning and execution of forensic investigations and managing multiple investigations at the same time; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES** : Mr R Janse van Rensburg at (021) 483 0901

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 03 June 2019

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

#### **OTHER POSTS**

**POST 17/251** : **ADMINISTRATION CLERK: DISABILITY REF NO: DSD 2019-50**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical Knowledge; Data capturing; Knowledge of the working environment; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy

in MS Office (MS Word, MS Excel, MS Outlook, MS Power Point); Interpersonal relations skills; Ability to work independently and within a team; Planning and organising; Flexibility.

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

**ENQUIRIES** : Ms P Momoza at (021) 483 2197

**POST 17/252** : **CHILD AND YOUTH CARE TEAM LEADER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2019-51**

**SALARY** : Grade 1: R157 245 per annum (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification ; A valid code B driving license. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.

**DUTIES** : Serve as a team leader for child and youth care workers during a shift; Render care services to residents; Continuous professional development; Perform clerical/ administrative support functions.

**ENQUIRIES** : Ms M Benting at (021) 931 0236

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

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

**CLOSING DATE** : 03 June 2019

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

#### **OTHER POSTS**

**POST 17/253** : **OFFICE MANAGER: TRANSPORT OPERATIONS REF NO: TPW 2019-71**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate tertiary qualification (3-year National Diploma/B-Degree); Minimum of 3 years' experience in managing administration functions and rendering an executive support service to senior management Recommendations: A valid code B driving licence; Supervisory experience. Competencies: Knowledge of Financial Administration; Ability to analyse documents and situations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational and planning skills.

**DUTIES** : Render high level support service to senior management and administrative services: Asset and inventory management, filing and upkeep of registers; Management of meetings and travel arrangements; Manage the administration of the budget; Analyse relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood and applied properly.

**ENQUIRIES** : Ms D Ribbonaar at (021) 483 3946

**POST 17/254** : **ASSISTANT DIRECTOR: COMPLIANCE MONITORING COORDINATION REF NO: TPW 2019-70**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' relevant experience; A valid code B driving license Recommendations: Working knowledge of web-based reporting systems. Competencies: Knowledge of the following: National, Provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer services; Compliance Monitoring and Reporting; Human Resource Management; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES** : Manage the EPWP related work area: Provide feedback reports to management, sector coordinators and district forum chairpersons; Liaise with stakeholders in terms of compliance monitoring related matters; Ensure capacity building of stakeholder on compliance monitoring matters; Financial Management: Determine and communicate financial requirements to execute assigned deliverables; Ensure the timeous submission of transport application forms; Ensure the control of unit assets; Human Resource Management: Ensure all staff has performance agreements; Conduct quarterly performance reviews.

**ENQUIRIES** : Mr J Smit at (021) 483 8533

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**APPLICATIONS** : Applications must be submitted by using the following URL [https://www.scubedonline.co.za/recruitment\\_wced/](https://www.scubedonline.co.za/recruitment_wced/) via Google Chrome or Mozilla Firefox.

**CLOSING DATE** : 31 May 2019  
**NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. 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 17/255** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 119**  
Branch: Corporate Services

**SALARY** : R1 005 063 (Level 13) all-inclusive package (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Qualifications and experience: An undergraduate qualification (NQF level 7) or equivalent qualification and 5 years of experience at middle management or senior management level, valid driver's license. Competencies (Knowledge/Skills): Applicable legislative and regulatory framework. Principles and practice of financial accounting. Proven knowledge of financial statements. Tools and techniques for accounting and reporting. Government financial systems. Systems approach to solving problems. Change management and people skills. The ability to give clear direction in realising objectives and clear and concise communication. Leadership,



team-building and interpersonal skills. Computer literacy (Excel, Word and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**

: Act as Departmental Accountant for the Western Cape Education Department. Develop, implement, monitor and review departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental Bank Account. Manage own revenue policies, tariffs, systems and procedures. Perform month-end and year-end accounts closure process. Prepare the Quarterly and Annual Financial Statements and supporting working papers. Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Monitor Departmental Asset and Liability accounts. Manage receivables due to the department, including; the recording, collection, banking and write-off of irrecoverable amounts. Responsible for Salary Administration and the pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers with supporting documents, including but not limited to registers of unauthorised, fruitless and wasteful and irregular expenditure and register of losses, damages and claims. Manage all audit responses including the Auditor-General, Internal Audit and Forensic Investigative Unit. Manage and maintain transversal financial systems. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department.

**ENQUIRIES**

: Ms E Veldman Tel No: (021) 467-2544

**CLOSING DATE**

: 31 May 2019 by 12:00 midnight