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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2019

DATE ISSUED: 24 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.

AMENDMENTS

CIVILIAN SECRETARIAT FOR POLICE SERVICE: Kindly note that the post of Audit and Risk Committee Members with Ref No: CSP/04/2019 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 has been withdrawn. Enquiries: Ms. L Maisela, Tel No: 012 393 1916/2500. **OFFICE OF THE PUBLIC SERVICE COMMISSION:** kindly note that the post of Senior Specialist Researcher: Organisation and Administration of the Public Service (Director Level) with Ref No: SSR/OAPS/7/2019 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 has been erroneously advertised, Experience should be: "5 Years relevant experience in a Middle/Senior Management post". **EASTERN CAPE: DEPARTMENT OF HEALTH:** Kindly note the post of Clinical Associate (**for Chris Hani District, Dodrecht Hospital**) with Ref No: ECHEALTH/CLINA/CHD-DH/01/05/2019 and Staff Nurse Grade 1 -3 (**For OR Tambo, St Barnabas Hospital**) with Ref No: ECHEALTH/EN/STBH/01/05/2019 (X2 Posts) advertised in Public Service Vacancy Circular 16 dated 10 May 2019 has been withdrawn. The post of EMS Shift Leader Grade 3 - 6 (**for Chris Hani EMS**) with Ref No: ECHEALTH/EMS-SL/CH-EMS/01/05/2019 has been erroneously advertised, the salary and requirements of the post has been amended as

follows: Grade 3: R265 995 – R299 658 per annum (OSD), Grade 4: R318 042 – R360 258 per annum (OSD), Grade 5: R386 358 – R441 768 per annum (OSD), Grade 6: R475 905 – R544 143 per annum (OSD) and Grade 3: 3 years after registration as an AEA. Grade 4: 3 years after registration as ECT. Grade 5: 3 years after registration as Paramedic (CCA, NDIP). Grade 6: 3 years after registration as ECP (BEMC, BTEch, BHSc). Current registration with HPCSA. Candidate must have a Rescue qualification, good communication skills. Computer literacy will be an added advantage. All candidates must have an unendorsed South African Code 10 Driver's license with professional driving permit (PDP). The post of Clinical Nurse Practitioner (**for Emalahleni Sub-District, Boomplass Clinic**) with Ref No: ECHEALTH/CNP-SPEC/ESD-BC/01/05/2019 and (**for Emalahleni Sub District, Tsembeyi Clinic**) with Ref No: ECHEALTH/PN-SPEC/ESD-TC/01/05/2019 has been erroneously advertised, the requirements of the post has been amended as follows: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Clinical assessment/treatment and care accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as 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 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. The post of Assistant Director: Quality Assurance (**for OR Tambo District, Canzibe Hospital**) with Ref No: ECHEALTH/ASD-QA/StBH/01/05/2019 has been erroneously advertised, the Centre for the post has amended as follows: St Barnabas Hospital. The post of Professional Nurse Spec (Paeds) (**for Amathole District, Butterworth Hospital**) with Ref No: ECHEALTH/PNS/BUTTH/01/05/2019 (X4 Posts) has been erroneously advertised, the specialty area and allocation of posts has been amended as follows: Neonatal (X2 Posts) and Trauma (X2 Posts). The Contact details and enquiry person for **Molteno Hospital, Lukhanji Sub District and Glen Grey Hospital** has been erroneously advertised, the contact details and enquiry persons has been amended as follows: Molteno Hospital Enquiries: Mr L Tsengiwe Tel No: 045 967 0089, Lukhanji Sub District Enquiries: Ms M Tweni Tel No: 045 807 8908, and Glen Grey Hospital Enquiries: Mr S Khumalo Tel No: 047 878 2800, the closing date to the 24th of May 2019.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
ARTS AND CULTURE	A	04 - 05
COOPERATIVE GOVERNANCE	B	06 - 07
DEFENCE	C	08 - 15
ENVIRONMENTAL AFFAIRS	D	16 - 17
GOVERNMENT PRINTING WORKS	E	18 - 21
HIGHER EDUCATION AND TRAINING	F	22 - 31
INDEPENDENT POLICE INVESTIGATION DIRECTORATE	G	32 - 33
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	H	34 - 45
MINERAL RESOURCES	I	46 - 48
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT	J	49 - 50
NATIONAL TREASURY	K	51 - 53
PLANNING MONITORING AND EVALUATION	L	54 - 55
PUBLIC SERVICE AND ADMINISTRATION	M	56 - 57
PUBLIC WORKS	N	58 - 66
RURAL DEVELOPMENT AND LAND REFORM	O	67 - 69
TRANSPORT	P	70 - 73
WATER AND SANITATION	Q	74 - 84

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	R	85 - 131
GAUTENG	S	132 - 173
KWAZULU NATAL	T	174 - 211
WESTERN CAPE	U	212 - 214

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



<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	07 June 2019
<u>NOTE</u>	:	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 . All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two 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		
<u>POST 18/01</u>	:	<u>ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: 12/DAC/2019 (X2 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R376 596 per annum (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year degree or National Diploma in International Relations or equivalent qualification majoring in International Relations or Political Studies, 2 – 3 years' relevant experience, knowledge of international relations, foreign policy, knowledge of the arts and culture sector, basic financial knowledge, good communication skills, planning and organising skills, problem solving and analysis, strategic, good communication and interpersonal relations.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: assist with co-ordination and facilitation of the Department's engagements in Multi-lateral and Bilateral activities within specific countries in Southern and Western Africa, promoting relations with countries through representation in bi-lateral meetings, facilitating the negotiation, processing and signing of bilateral and multilateral agreements, monitoring implementation of international instruments and ensure adherence of departmental policies to these instruments, advise on foreign policy and protocol, promoting arts and culture in specific countries in Africa through special projects,

ENQUIRIES

represent the Department at international forums and events, initiating and maintaining good contact with stakeholders, preparing reports and briefing notes for the office of the Minister, Deputy Minister and the office of the Director-General.
: Ms Siena Botha Tel No: 012 441-3646 / Ms N Ngcama Tel No: 012 441 -3430

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE : 14 June 2019

NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 18/02 : **DEPUTY DIRECTOR: SPATIAL PLANNING DISTRICTS AND REGIONS REF NO: 26172/01**

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor's degree or three-year National diploma in Development Planning/ Social Science/Public Administration/Governance or equivalent qualification. Minimum of 3 to 5 years experience in the relevant field. A valid driver's license. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Economic Infrastructure Development. Integrated Development Planning (IDP). Development planning and spatial planning related to local Government legislation, policies, regulations and frameworks and South African system of Inter-Governmental Planning.

DUTIES : The incumbent will perform the following duties: Manage and implement integrated planning through the development of a national policy framework. Implement support programmes for municipal planning and manage a targeted IDP support programme for municipalities. Development of systems, processes and measures to build strategic capacity of municipalities to implement the IDP. Implement effective systems to enhance the full participation of national and provincial Government and other stakeholders in the IDP processes. Evaluate and report on integrated development planning.

ENQUIRIES : Ms S. Malaza Tel No: (012) 395 4661

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta44@ursonline.co.za or via fax: 086 415 5709.

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

POST 18/03 : **SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: 26172/02**

SALARY : R257 508 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A three-year National diploma or three-year Bachelor's degree in Supply Chain Management/Logistics/Public Administration or equivalent qualification. Minimum of 1 to 2 years experience in Asset Management. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Team work. Planning and execution. Technical Competencies: Knowledge of PFMA, Treasury Regulations and Asset Management Framework. Asset Management. Supply Chain Management. Knowledge of LOGIS and BAS.

DUTIES : The incumbent will perform the following duties: Maintain the Departmental asset register in terms of: Bar-coding the newly procured assets, capturing the assets in the asset register and updating the register when the movement is taking place and when assets are disposed of. Provide inputs on the preparation of monthly asset reconciliation between LOGIS and BAS. Conduct physical asset verification. Coordinate quarterly asset management reports from Branches.

ENQUIRIES : Ms K. Gulston Tel No: (012) 334 0561

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta45@ursonline.co.za or via fax: 086 415 5709.

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

DEPARTMENT OF DEFENCE



CLOSING DATE : 21 June 2019

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service Department or Internet at www.dpsa.gov.za/documents. Applications must be accompanied by a comprehensive CV, certified copies of ID, Grade 12 and qualifications as well as the recent Academic Transcripts/ Records. Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualification must be accompanied by an evaluation certificate from South African Qualification Authority (SAQA). Non-RSA citizens/ Permanent resident permit holders must attach a copy of their permanent residence permit. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record & Security Clearance). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Graduates with Disabilities and those from TVET Colleges are encouraged to apply. NB: Successful applicants will be responsible to arrange their own accommodation and transport to and from place of work, during the period of the Internship.

2019/2020 INTERNSHIP PROGRAMME

The Department of Defence (DOD) invites South African unemployed Graduates who are between the ages of 18-35 years to apply for the Internship Programme as detailed here under.

OTHER POSTS

POST 18/04 : **MINISTRY OF DEFENCE AND MILITARY VETERANS REF NO: MDMV 01/2019 (X5 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Cape Town (Castle of Good Hope)
Diploma/ National Diploma/ B Tech/ B Degree in Accounting, Supply Chain Management, Marketing Management, Administration Management.

ENQUIRIES : Mr M. Ngewu Tel No: (021) 461 4676
General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

APPLICATIONS : Department of Defence, Castle Control Board, P.O. Box 1, Cape Town, 8000 or hand delivery Castle of Good Hope, Cnr Castle and Darling Street, Cape Town.

POST 18/05 : **FINANCIAL MANAGEMENT DIVISION REF NO: FMD 02/2019 (X14 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Financial Management, Accounting, Human Resource Management, Administration Management.

ENQUIRIES : Ms M. Wehl Tel No: (012) 674 4740/ Ms G.V.T. Maditla Tel No: (012) 674 4745
General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand delivery at Department of Defence, Poyntons building, 195 Bosman and W.K. Nkomo Street, Pretoria.

POST 18/06 : **DEFENCE MATERIÉL DIVISION REF NO: DMD 03/2019 (X7 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Pretoria
Diploma/ National Diploma/ B Tech/ B Degree in Supply Chain Management, Logistic Management, Office Administration, Public Administration.

ENQUIRIES : Mr N. Nkoko Tel No: (012) 355 6299
General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

APPLICATIONS : Department of Defence, Defence Materiél Division, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

POST 18/07 : **DEFENCE INTERNATIONAL AFFAIRS DIVISION REF NO: DIAD 04/2019 (X5 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Pretoria
B Tech/ B Degree in International Relations, Political Science.

ENQUIRIES : Mr T.E. Bogopane Tel No: (012) 355 5435
General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

APPLICATIONS : Department of Defence, Directorate International Affairs Division, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

POST 18/08 : **INTERNAL AUDIT DIVISION REF NO: IAD 05/2019 (X10 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Internal Auditing, Accounting, Financial Management.

ENQUIRIES : Ms J.S. Nkosi Tel No: (012) 649 1031/ Ms N. Bhese Tel No: (012) 649 1051
General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

POST 18/09 : **JOINT OPERATIONS DIVISION REF NO: J OPS 06/2019 (X15 INTERNS)**
Duration: 12 Month

STIPEND : A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)

CENTRE REQUIREMENTS : Pretoria
Diploma/ National Diploma/ B Tech/ B Degree in Financial Management, Human Resource Management, Logistics Management, Sports Management, Bio kinetics, Nursing, Social Worker, Legal Assistant, Supply Chain Management.

ENQUIRIES : Lieutenant Colonel A.L. Innes Tel No: (012) 674 5644/ Major C.R.M. Maleka Tel No: (012) 674 5699

<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Joint Operational Division, Private Bag X1043, Thaba Tshwane, 0143 or hand delivery Joint Operational Division, Stephanus Schoeman road, Swartkop park, Thaba Tshwane.
<u>POST 18/10</u>	:	<u>SOUTH AFRICAN ARMY REF NO: SAA 07/2019 (X20 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Human Resource Management, Communication Studies, Financial Management, Logistics Management, Journalism, Cartography, Surveying, Political Science, Public Relations.
<u>ENQUIRIES</u>	:	Major M.M. Chaba Tel No: (012) 355 1660/ Warrant M. Seku Tel No: (012) 355 1588
<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, SA Army Headquarters, Chief Directorate Army Corporate Services, Directorate Army Human Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at 1 Dequar Road, SA Army HQ Complex, Pretoria.
<u>POST 18/11</u>	:	<u>SOUTH AFRICAN AIR FORCE REF NO: SAAF 08/2019 (X15 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Communication Studies, Media Studies, Journalism, Public Relations Management, Marketing Management, Web Design, Computer Science, Political Science, International Relations, Financial Management, Cost and Management Accounting.
<u>ENQUIRIES</u>	:	Mr E.M. Rabapane Tel No: (012) 312 1038 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.
<u>POST 18/12</u>	:	<u>SOUTH AFRICAN NAVY REF NO: SAN 09/2019 (X5 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Simon's Town National Diploma/ B Tech/ B Degree in Logistic Management, Supply Chain Management, Human Resource Management, Mechanical Engineering.
<u>ENQUIRIES</u>	:	Ms A.M. Kau-Tsoanyane Tel No: (021) 787 5214 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, SA Navy, Fleet Human Resources Division, Private Bag X1, Simon's Town, 7995 or hand delivery at SA Navy, Dockyard, Simon's Town.
<u>POST 18/13</u>	:	<u>DEFENCE LEGAL SERVICES DIVISION REF NO: DLSD 10/2019 (X10 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	N6/ Diploma/ National Diploma/ B Degree in LLB, Public Administration, Human Resource Management, Logistic Management.
<u>ENQUIRIES</u>	:	Lieutenant Colonel E.M. Segoatle Tel No: (012) 355 5334
<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 18/14</u>	:	<u>DEFENCE RESERVES REF NO: DR 11/2019 (X3 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B Tech/ B Degree in Finance Management, Marketing Management, Human Resource Management.
<u>ENQUIRIES</u>	:	Colonel Z. Niyabo Tel No: (012) 355 5008
<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Defence Reserves, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 18/15</u>	:	<u>DEFENCE CORPORATE COMMUNICATION REF NO: DCC 12/2019 (X10 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B Tech/ B Degree in Communication Science, Event Management, Public Relations, Marketing Management, Cameraman, Photography, Photo Journalist, Film & Video Technology, Graphic Design, Layout Artist, Theatre Technology & Entertainment, Sound Engineering, Fine Art, Media.
<u>ENQUIRIES</u>	:	FSgt S.L.L. Mafanya Tel No: (012) 355 6322
<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Directorate Corporate Communications, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 18/16</u>	:	<u>DOD HEADQUARTERS UNIT REF NO: DHQU 13/2019 (X10 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B Tech/ B Degree in Human Resource Management, Logistic Management, Supply Chain Management, Communication Studies, Financial Management.
<u>ENQUIRIES</u>	:	Captain I.E. Chake Tel No: (012) 355 5819
<u>APPLICATIONS</u>	:	General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, DOD Headquarters Unit, Private Bag X161, Pretoria 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

<u>POST 18/17</u>	:	<u>MILITARY POLICE DIVISION REF NO: MPD 14/2019 (X12 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Criminology, Policing Ms R. Shivpuri/ Ms T. Tibane Tel No: (012) 686 4072/4085 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Military Police Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, 138 Witch Hazel Avenue, Techno Park, Centurion.
<u>POST 18/18</u>	:	<u>COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF NO: CMIS 15/2019 (X10 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Information Technology, Computer Science, Human Resource Management, Project Management. Major S.M.P Maloka Tel No: (012) 355 5116 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
<u>POST 18/19</u>	:	<u>LOGISTICS DIVISION REF NO: LD 16/2019 (X5 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Logistics Management, Information Technology. Ms G. Williams Tel No: (012) 402 2619 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Logistics Division, Private Bag X319, Pretoria, 0001 or hand delivery at Department of Defence, house no2 Peterson Bothongo Building, Visagie Str, 9th floor, Pretoria.
<u>POST 18/20</u>	:	<u>OFFICE OF THE MILITARY OMBUD REF NO: OMO 17/2019 (X5 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in LLB, Website Design/ Website Design and Management, Supply Chain Management, Public Administration. Mr B.C. Radebe Tel No: (012) 676 3842 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Military Ombud, Private Bag x163, Centurion,0046, or hand delivery at Department of Defence, Military Ombud, Block C4, 349 Witch Hazel Ave Eco Origin, Highveld, Centurion.

<u>POST 18/21</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: HRM 18/2019 (X5 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B Tech/ B Degree in Human Resource Management, Marketing Management.
<u>ENQUIRIES</u>	:	Major S.I. Mocumi Tel No: (012) 339 5372 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Bank of Lisbon, Cnr Visagie & Paul Kruger Str, Pretoria.
<u>POST 18/22</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: HRD 19/2019 (X4 INTERNS)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B Tech/ B Degree in Human Resource Development, Management of Training, International Relations and Diplomacy, Information Technology.
<u>ENQUIRIES</u>	:	Ms A.S. Marsh Tel No: (012) 355 .6081 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskoof, Pretoria.
<u>POST 18/23</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: LANG 20/2019 (X11 INTERNS FOR ENGLISH COMMUNICATIONS ETD AND EDITING)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE</u>	:	SA Army Gymnasium (Heidelberg) SA Army College (Thaba Tshwane, Pretoria) SA National War College (Pretoria) SA National Defence College (Thaba Tshwane, Pretoria) Joint Operations (Thaba Tshwane) School of Technical Intelligence (Potchefstroom) SA Military Academy (Saldanha) SA Naval College (Simon's Town, Cape Town) School of Military Police (Thaba Tshwane, Pretoria) SA Military Health Services HQ (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma/ B Degree in Language Practice, English Studies, Applied Linguistic.
<u>ENQUIRIES</u>	:	Ms R.D. Tutu/ Ms M.M. van der Merwe Tel No: (012) 355 6727/6531 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Training Command, Directorate Language Services, Private Bag x161, Pretoria, 0001 or hand delivery at Department of Defence, Room 1.25, Training Command, Kasteelpark Building, Cnr Nossob Str & Jochemus Str, Pretoria.
<u>NOTE</u>	:	Applications must reside in the areas where the respective Internships are available and proof of residence must be attached to applications.

<u>POST 18/24</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: LANG 21/2019 (X1 INTERNS FOR ENGLISH COMMUNICATIONS ADMINISTRATION AND COORDINATION)</u> Duration: 12 Month
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Training Command (Pretoria)
<u>ENQUIRIES</u>	:	National Diploma/ B Degree in Degree in Language Practice, English Studies, Applied Linguistic.
<u>APPLICATIONS</u>	:	Ms R.D. Tutu/ Ms M.M. van der Merwe Tel No: (012) 355 6727/6531 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Training Command, Directorate Language Services, Private Bag x161, Pretoria, 0001 or hand delivery at Department of Defence, Room 1.25, Training Command, Kasteelpark Building, Cnr Nossob Str & Jochemus Str, Pretoria.
<u>POST 18/25</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: DPTSR 22/2019 (X4 INTERNS)</u> Duration: 12 months
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Public Management, Human Resource Management, Sport Management.
<u>APPLICATIONS</u>	:	Captain B.C. Mehlo Tel No: (012) 392 2649 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Human Resources Division, Directorate Physical Training Sport & Recreation, Private Bag X159 Pretoria, 0001 or hand delivery at Department of Defence, 195 Poyntons building, Cnr Bosman and W.K. Nkomo Street, Pretoria.
<u>POST 18/26</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: GOC TC 23/2019 (X6 INTERNS)</u> Duration: 12 months
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria and Saldanha (Western Cape)
<u>ENQUIRIES</u>	:	N6, Diploma, National Diploma, B Tech, B Degree in Human Resource Development, Human Resources, Office Management, Management of Training, Supply Chain Management, Hospitality.
<u>APPLICATIONS</u>	:	Ms E. du Preez Tel No: (012) 355 6567 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081 Department of Defence, Training Command, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Kasteel Park, Buren Building, 1st floor, Room 1.22, Erasmuskloof, Pretoria
<u>POST 18/27</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: CDTM 24/2019 (X5 INTERNS)</u> Duration: 12 months
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>ENQUIRIES</u>	:	National Diploma/ B Tech/ B Degree in Youth Development, Disability Management, Office Management, Gender Development Studies, Diversity Management.
	:	Mr T.E. Mudavheni Tel No: (012) 355 5395 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081

<u>APPLICATIONS</u>	:	Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskooof, Pretoria.
<u>POST 18/28</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: LR 25/2019 (X3 INTERNS)</u> Duration: 12 months
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Labour Relations, Labour Law, Industrial Relations.
<u>ENQUIRIES</u>	:	Ms D. Monaga Tel No: (012) 355 5074 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskooof, Pretoria.
<u>POST 18/29</u>	:	<u>HUMAN RESOURCES DIVISION REF NO: HRDS 26/2019 (X3 INTERNS)</u> Duration: 12 months
<u>STIPEND</u>	:	A stipend will be paid according to proof of relevant qualification & it will vary as per qualification (N6-R4000, Diploma-R4000, N Diploma&Degree-R5000, Honours&Master's-R7000 PM)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria National Diploma/ B Tech/ B Degree in Organisational Development, Logistic Management, Supply Chain Management.
<u>ENQUIRIES</u>	:	Major G.R. Gold Tel No: (012) 355 .50356 General Enquiries: Ms A.S. Marsh Tel No: 012 355 6081
<u>APPLICATIONS</u>	:	Department of Defence, Human Resources Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskooof, Pretoria.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

<u>APPLICATIONS</u>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Ms S Zungu
<u>CLOSING DATE</u>	:	10 June 2019
<u>NOTE</u>	:	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. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. 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.

MANAGEMENT ECHELON

<u>POST 18/30</u>	:	<u>DIRECTOR: BIODIVERSITY CONSERVATION REF NO: BC02/2019</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Natural or Physical Sciences, or Environmental Management (NQF level 7) or an equivalent relevant qualification plus five years' experience at middle management in an environmental management field. Experience in Biodiversity Management. Knowledge of environmental legislation particularly conservation and biodiversity legislation, regulations, policies. Understanding of measures for the protection of ecosystems and species. Knowledge and understanding of biodiversity conservation planning and management tools or systems. Understanding of sustainable development. Knowledge and /or experience in Multilateral Environmental Agreements (MEAs), Knowledge of government administrative procedures and processes particularly public service administration and associated regulations. Experience and knowledge of policy development, coordination and implementation. Experience in stakeholder and relationship management. Leadership Skills, Organisational, Planning and Communication skills (written and spoken). Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Willingness to travel nationally and internationally.
<u>DUTIES</u>	:	Provide overall leadership in enhancing the conservation status of biodiversity by increasing the network of conservation areas, safeguarding ecosystems, species and generic diversity and minimizing threats to ecological sustainability. Provide specialised services in the development and implementation of policies, legislation, strategies, decision-support tools as well as norms and standards relating to conservation of biodiversity, with the aim to minimise the impacts of human and other adverse developmental impacts on biodiversity. Coordinate the

development, implementation and review of conservation planning tools and programmes. Ensure the mainstreaming of biodiversity conservation into local government processes and other sector plans as well as coordination of species and ecosystem related research. Promote and support implementation of the Biodiversity Stewardship Programme. Ensure effective incorporation of biodiversity concerns in environmental authorisations relating to development activities. Oversee the implementation of relevant international conventions and agreements supportive of South Africa's sustainable development priorities.

ENQUIRIES

:

Ms S Mancotywa Tel No: 012 399 9514

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources, Tel No: 012 748 6296
- CLOSING DATE** : 10 June 2019, 12 noon.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 18/31** : **CHIEF ARTISAN: GRADE A (PRESS CAPTAIN, WEB-FED PRINTING PRESSES) REF NO: (GPW19/15)**
Re-Advertisement
- SALARY** : R386 487 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship in Lithography/Continuous Stationary Machine Minding, At least 10 years' post-apprenticeship experience Lithography/ Continuous Stationary Machine Minding of which 5 years must have been in operating multi-colour computerised web-fed machines, 2-3 years' proven supervisory experience, Computer literacy, Willingness to work shifts, Experience in security printing and Grade 12 will be an added advantage.
- DUTIES** : Oversee and operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Ensure that the set up and adjustment of rollers, cylinders and loading of paper reels on printing equipment are done according to specifications, Ensure that specific machine minder maintenance on printing equipment are done as per manufacture's requirements, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Supervision and ensure the application of performance management, training and development of

		learners, artisans and printers assistants, Ensure the adherence to Occupational Health and Safety regulations and policies.
<u>ENQUIRIES</u>	:	Mr G Kistan Tel No: (012) 748 – 6118
<u>POST 18/32</u>	:	<u>PRINTING WORK PLANNER REF NO: (GPW 19/21) (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate 3-year degree/diploma or equivalent NQF Level 6 qualification in Costing / Estimation field/Operations Management, 2-3 years' applicable experience of which 1 – 2 years' must be in estimation OR a Senior Certificate (or equivalent qualification) plus a completed apprenticeship in a printing trade and an Estimation Certificate plus 5-7 years' applicable experience in project or printing estimation, Basic financial management skills, Client orientated and customer focused, Planning organising and basic administrative skills, Computer literacy, Good interpersonal and communication skills, Attention to detail.
<u>DUTIES</u>	:	Calculate / estimate the costs of a product from receiving an order, to design printing, finishing and distribution, Receive and record all requests for quotations, Check the accuracy and viability of the product specification, Prepare customer quotations, Send the quotations to customers, Provide customer service (internal and external customers), Assess the cost effectiveness of products or services, tracking actual costs relative to product, Ensure quality control and reduction of wastage.
<u>ENQUIRIES</u>	:	Mr V Ngobeni Tel No: (012) 748-6390
<u>POST 18/33</u>	:	<u>ARTISAN FOREMAN: GRADE A (FINISHING AND PACKING EQUIPMENT) REF NO: (GPW19/16) (X2 POSTS)</u>
<u>SALARY</u>	:	R304 263 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test certificate in mechanized/craft binding or a relevant printing trade, and 5 years' post-apprenticeship experience, Good knowledge of binding/folding/boxing equipment and processes, Good interpersonal relations, Quantity Conscious, Planning and organising skills, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Oversee the mechanized binding and fishing of printed matter, operate finishing equipment. Allocate tasks to artisans and printers assistants. Ensure optimum quality standards. Supervising and oversee and assist with training of apprentices. Ensure the adherence to Occupational Health and Safety regulations and policies.
<u>ENQUIRIES</u>	:	Ms. Jennifer Seabela Tel No: (012) 748-6320
<u>POST 18/34</u>	:	<u>ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: (GPW19/17)</u>
<u>SALARY</u>	:	R286 668 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years' post- apprenticeship, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates. Training artisans and apprentices.
<u>ENQUIRIES</u>	:	Ms H Masilo Tel No: (012) 748-6345
<u>POST 18/35</u>	:	<u>PROOF-READER REF NO: (GPW 19/22) (X3 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate 3 year degree or equivalent NQF Level 6 qualification majoring in English language, 2-3 years' experience as a proof-reader, Good computer skills, Ability to organise/prioritise tasks and effectively manage time, Good communication and interpersonal skills, Quality and continuous improvement orientated, Ownership and accountability, Service delivery innovation.
<u>DUTIES</u>	:	Proofing of copy content, for grammar and spelling, Reviewing gazette notices prior to publishing, identify errors in content and approve or reject notices based on errors, Meeting performance targets for speed, efficiency and quality, Resolve problems by identifying barriers and implementing solutions, Contribute to the successful running of the division by complying with procedures.
<u>ENQUIRIES</u>	:	Ms. H Masilo Tel No: (012) 748-6345
<u>POST 18/36</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (GRAPHIC DESIGNER/ELECTRONIC ORIENTATION) REF NO: (GPW19/18)</u>
<u>SALARY</u>	:	R190 653 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent certificate plus a completed apprenticeship in Electronic Origination/Pre-press in the printing industry, Computer skills: Proficiency on Apple Mac with Adobe creative suit, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Good typing skills, Creativity (planning, organizing problem-solving skills), Knowledge of CTP, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Responsible for typesetting, scanning, colour retouching, design and layout of jobs from concept to plates, Do quality checking, Impositioning of jobs and printing of plates.
<u>ENQUIRIES</u>	:	Ms. H. Masilo Tel No: 012 748 6345
<u>POST 18/37</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (DIGITAL PRINTING) REF NO: (GPW19/19)</u>
<u>SALARY</u>	:	R190 653 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent certificate plus a completed apprenticeship in a printing trade, Knowledge of digital printing and impositioning, Knowledge of commercial printing processes, Good communication skills, Quality conscious, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Set, adjust, operate and maintain digitised printing equipment, Printing of documents according to standards and original specimen, Impositioning and submit documents to the printer, Ensure optimum quality standards, Reconcile production information on daily basis.
<u>ENQUIRIES</u>	:	Ms. H. Masilo Tel No: 012 748 6345
<u>POST 18/38</u>	:	<u>ARTISAN: PRODUCTION GRADE A (MACHINE MINDER) REF NO: (GPW19/20) (X2 POSTS)</u>
<u>SALARY</u>	:	R190 653 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship in Rotary Web offset/Lithography/Continuous Stationary Machine Minding, Knowledge of computerized printing presses, Good computer skills, Quality conscious, Willingness to work shifts, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Set up and adjust rollers, cylinders, loading paper reels on machine, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Adhere to Occupational Health and Safety regulations and procedures.
<u>ENQUIRIES</u>	:	Mr A Singh Tel No: (012) 748 –6304

POST 18/39 : **WAREHOUSE CLERK (LIMPOPO) REF NO: (GPW19/23)**

SALARY : R173 703 per annum (Level 05)

CENTRE : Limpopo

REQUIREMENTS : Grade 12 or equivalent qualification and 1-2 years' warehouse / stock handling experience, Computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail, Experience in a warehouse environment will be an added advantage.

DUTIES : Verify and dispatch stock, Issue and pick stock, ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper record keeping and administration of records.

ENQUIRIES : Ms M Malatje Tel No: (012) 748-6151

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS

: Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

CLOSING DATE

: 07 June 2019 at 16H00

NOTE

: Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, identity document (ID) not older than three months, including drivers license (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. 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. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

MANAGEMENT ECHELON**POST 18/40**

: **DIRECTOR REF NO: DHET 01/05/2019**

Branch: Corporate Services

Directorate: Facilities Management

SALARY

: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree or Advanced National Diploma qualification on (NQF level 7) or equivalent qualification in Facilities Management/Property Management/Records Management and/or Programme Management. A post-graduate Degree/qualification on (NQF level 8) and/or experience in the facilities /property or programme management will be an added advantage. A minimum of 5 to 10 years' experience in facilities/property/programme management and project management with at least 5 years middle management level. Sound knowledge of the application of government and departmental policies in respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel

DUTIES

and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' license is essential.

: The successful candidate will be reporting to the Deputy Director-General: Corporate Services: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Oversee development of facilities contract management guidelines, norms and standards, policies, and strategies to ensure compliance with procurement procedures and legislation; Responsible for the preparation, analysis, negotiation and reviews of contracts for facilities management services; Oversee the development of the service level agreement and key performance indicators for facilities management contracts; Manage and monitor office accommodation leasing contracts; Manage the and maintain the physical facilities of the Department; Lead the development of technical specifications and standards for technical contracts; Manage the provision of office furniture and other tools of trade, transport, postal and bulk printing services. Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard new technologies; Develop and implement a records management strategy for the Department and ensure archiving of departmental documents in line with relevant legislation and policies; Provide cleaning services and ensure a clean, safe and healthy environment for the Department; Provide cleaning services Security Services; Responsible for the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications; Ensure the development and implementation of monitoring of quality standards of all projects; Oversee the implementation of facilities management minor and major maintenance projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio of the Department; Manage the registry postal and courier services and ensure security of the departmental records.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

NOTE

: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 18/41

: **DIRECTOR REF NO: DHET 02/05/2019**
Branch: Skills Development
Component: National Skills Authority
Directorate: National Skills Authority

SALARY

: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree or Advanced National Diploma qualification on (NQF level 7) in Public Management/Administration/Social Sciences/Education and Training. A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of 5 to 10 years' experience in Skills development Sector or related training environment with at least 5 years at middle management level. Sound knowledge of legal frameworks applicable to Skills Development. The candidate must have appropriate management or leadership experience. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management and financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication. Ability to foster partnerships and stakeholder management.

	Willingness to work irregular hours and travel extensively. A valid drivers' license is essential.
<u>DUTIES</u>	: The successful candidate will be reporting to the Executive Officer: will be responsible to provide effective and efficient Secretariat, administrative, strategic support and manage the programmes of the National Skills Authority. Design and develop the systems for effective secretariat and administrative support to the NSA, including relevant communication and reporting systems, Develop and recommend appropriate systems to monitor and support the implementation of the decisions of the NSA; Assist the Executive Officer with liaison activities between the NSA and Department of Higher Education and Training to ensure effective coordination of policy with reference to the NSDS and other skills development initiatives; Establish and maintain links between the NSA, SAQA, other government departments and statutory bodies to ensure effective policy coordination; Ensure the National Skills Conference is planned and hosted in terms of the agreed framework bi-annually; Establish systems and procedures for the effective management of human, financial and physical resources of the Secretariat; Manage NSA programmes including research projects, capacity building projects, consultation processes marketing And the NSA investigations. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over and under expenditure.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>NOTE</u>	: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
<u>POST 18/42</u>	: <u>PRINCIPALS (X6 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package) : TVET Colleges: Umfolozi TVET College Ref No: DHET 03/05/2019 Esayidi TVET College Ref No: DHET 04/05/2019 False Bay TVET College Ref No: DHET 05/05/2019 Gert Sibande TVET College Ref No: DHET 06/05/2019 Ekurhuleni West TVET College Ref No: DHET 07/05/2019 Lovedale TVET College Ref No: DHET 08/05/2019
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree or equivalent qualification in Education on (NQF level 7). A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum 5-10 years' work experience in the TVET or education sector with at least 5 years at middle management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' license is essential.

DUTIES

Knowledge of and/or experience of the private sector/industry will also be treated as an added advantage.

: To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

NOTE

: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

OTHER POSTS**POST 18/43**

: **DEPUTY PRINCIPALS: FINANCE (X4 POSTS)**
Branch: Technical and Vocational Education and Training

**SALARY
CENTRE**

: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
TVET Colleges:
Umfolozi TVET College Ref No: DHET 09/05/2019
Mnambithi TVET College Ref No: DHET 10/05/2019
False Bay TVET College Ref No: DHET 11/05/2019
Northlink TVET College Ref No: DHET 12/05/2019

REQUIREMENTS

: A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. Added Advantages: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and

		understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.
<u>DUTIES</u>	:	Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>POST 18/44</u>	:	<u>DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)</u> <u>REF NO: DHET 13/05/2019</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
<u>CENTRE</u>	:	Capricorn TVET College
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

<u>POST 18/45</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET 14/05/2019</u>
		Branch: Community Education and Training
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
<u>CENTRE</u>	:	Free State CET College
<u>REQUIREMENTS</u>	:	A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. Added Advantages: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.
<u>DUTIES</u>	:	Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>POST 18/46</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET 15/05/2019</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
<u>CENTRE</u>	:	Free State CET College
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in

		education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g. Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>POST 18/47</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: UTVETC/HRMP/19 (X1 POST)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07) plus applicable service benefits
<u>CENTRE</u>	:	Umgungundlovu TVET College
<u>REQUIREMENTS</u>	:	An appropriate recognized Diploma in Human Resource Management. 2 years of functional experience within Labour Relations. Proficient computer skills in MS Package. Ability to ensure confidentiality, respect and honesty. Driver's License. Knowledge of Labour, Human Resource Management and Development prescripts, procedures and legislative frameworks applicable to the public service. Knowledge of Collective Agreements concluded at PSCBC, ELRC and GPSSBC. Knowledge regulations for dealing with misconduct, complaints, grievance and dispute processes within Public Service. Leadership, management and conflict resolution skills. Problem solving, negotiating and presentation skills. Good communications skills, written and verbal. Good organizational and interpersonal skills and ability to work under pressure and in a team. Added Advantage: Skills Development Facilitator Certificate. Practical Experience in PERSAL.
<u>DUTIES</u>	:	Provide administrative support on all labour relation matters, Investigate and initiate the disciplinary enquiry. Draft charges and finalize all misconduct cases. Represent the College in disciplinary hearings and disputes. Facilitate the resolution of grievances; provide advice, support and training on labour relation matters. Ensure adherence to effective implementation of HR Policies, Regulations and Acts. Provide an effective Performance Management within the College. Provide administrative support for all Human Resource Development matters, conduct needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Prepare for approval WSP/ATR submissions to relevant stakeholders. Liaise with relevant stakeholders on training and development initiatives for staff development. Compile and submit various reports to management stakeholders. Monitor and provide training reports on all completed training activities.
<u>ENQUIRIES</u>	:	Miss N Julia at (033) 816 8619

<u>APPLICATIONS</u>	:	UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	:	Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Umgungundlovu TVET College has the following permanent vacancies.
<u>CLOSING DATE</u>	:	11 June 2019 at 12:00pm
<u>POST 18/48</u>	:	<u>PROJECT COORDINATOR REF NO: UTVETC/PC/19</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06) plus applicable service benefits
<u>CENTRE</u>	:	Umgungundlovu TVET College
<u>REQUIREMENTS</u>	:	A Diploma in Marketing/ Public/ Business Management or Public Relations or Project Management. 2 years working experience within a training environment. Must possess good time management skills. Understanding of the TVET College's core mandates. Good and solid communication skills. Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills. Ability to work within multidisciplinary settings. Detail orientated, flexible and creative. Networking Skills. Able to work extended hours.
<u>DUTIES</u>	:	Coordinate /manage all SETA and other related projects including Community Outreach Programmes at Learnership site or Campus. Conduct monitoring on projects. Compile project reports. Ensure that all administration on projects is complete. Ensure that various departments are prepared for audits from DHET, SETA's and QCTO. Facilitate partnerships with local industries, employers, government departments and other professional bodies for work placement of learners of different skill programmes. Monitor the learners while in the workplace. Provide monthly reports on work placement.
<u>ENQUIRIES</u>	:	Miss N Julia at (033) 816 8619
<u>APPLICATIONS</u>	:	UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	:	Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Umgungundlovu TVET College has the following permanent vacancies.
<u>CLOSING DATE</u>	:	11 June 2019 at 12:00pm
<u>POST 18/49</u>	:	<u>SUPPLY CHAIN MANAGEMENT: ADMINISTRATION CLERK REF NO: UTVETC/AAC/19 (X1 POST)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05) plus applicable service benefits
<u>CENTRE</u>	:	Umgungundlovu TVET College
<u>REQUIREMENTS</u>	:	Grade 12 qualification plus N6 Certificate in Business /Public Management or other SCM related qualification together with 18 months' relevant experience and one-year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems. Skills and Competencies: Planning and organising skills; Good

	interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required. Added Advantage: National Diploma in Business Management/ Public Management.
<u>DUTIES</u>	: Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	: Miss N Julia at (033) 816 8619
	: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Umgungundlovu TVET College has the following permanent vacancies.
<u>CLOSING DATE</u>	: 11 June 2019 at 12:00pm
<u>POST 18/50</u>	: <u>SECRETARY TO THE DEPUTY PRINCIPALS REF NO: UTVETC/SECR/19 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R173 703 per annum (Level 05) plus applicable service benefits
	: Umgungundlovu TVET College
	: Grade 12 qualification plus N6 Certificate in Management Assistant or Office Management/ Secretarial studies or equivalent qualification with 18 months relevant experience. 1 year secretarial experience. Excellent interpersonal skills and ability to manage and plan the Deputy Principal's diary. Good communication skills, written and verbal. Must be computer literate. Sound interpersonal skills and must possess good telephone etiquette. High level of accountability. Ability to work independently and work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Possess sound organisational skills. Added Advantage: National Diploma in Management Assistant or other relevant qualification.
<u>DUTIES</u>	: Provide secretarial support and general administration support to the Deputy Principals. Write routine notes, memos, letters and reports. Take minutes during meetings. Maintain an effective filing and document tracking system (electronic and physical). Coordinate and arrange meetings with internal and external stakeholders. General administrative duties including photocopying, scanning and faxing; and performing any other duties delegated by the Deputy Principal.
<u>ENQUIRIES APPLICATIONS</u>	: Miss N Julia at (033) 816 8619
	: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign

qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Umgungundlovu TVET College has the following permanent vacancies.

<u>CLOSING DATE</u>	:	11 June 2019 at 12:00pm
<u>POST 18/51</u>	:	<u>DRIVER/MESSENGER REF NO: UTVETC/DM/19 (X1 POST)</u>
<u>SALARY</u>	:	R145 281 per annum (Level 04) plus applicable service benefits
<u>CENTRE</u>	:	Umgungundlovu TVET College
<u>REQUIREMENTS</u>	:	A Grade 12 qualification; a minimum of 3 years' experience in a driving/messenger environment; a valid driver's license code 10, valid PDP. Sound Interpersonal skills and willingness to work extended hours due to extensive traveling. Added Advantage: Valid code 14 driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for but not limited to the following tasks: Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage, and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Handle routine and ad-hoc administrative tasks relevant to the execution of the function; i.e. collect office consumables. Collect, distribute and control movement of documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that minor/major vehicle maintenance is carried out.
<u>ENQUIRIES</u>	:	Miss N Julia at (033) 816 8619
<u>APPLICATIONS</u>	:	UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	:	Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Umgungundlovu TVET College has the following permanent vacancies.
<u>CLOSING DATE</u>	:	11 June 2019 at 12:00pm

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : One application quoting the reference number must be made and be submitted by post or hand delivered using the addresses that are depicted below for attention: Physical Address: 114 Madiba Street, Pretoria, 0001, Postal Address: Private Bag X 941, Pretoria, 0001
- CLOSING DATE** : 07 June 2019
- NOTE** : Applicants must be 18 – 35 years of age. Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department stating the field one is applying for, accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently original certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. Letter from TVET College stating the required work experience. Affidavit confirming that you have not participated on the similar programme before, and proof of address. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification).

WORK INTEGRATED LEARNING: TVET LEARNERS PLACEMENT PROGRAMME 2019/20

The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans with qualifications from Technical Vocational Education and Training (TVET) Colleges who have not been exposed to work experience related to their qualification.

OTHER POSTS

- POST 18/52** : **GRADUATE INTERNSHIP REF NO: Q9/2019/13 (X2 POSTS)**
12 Months
- STIPEND** : R6 084 per month
- CENTRE** : National Office, Supply Chain Management
- REQUIREMENTS** : Qualification: National Diploma or Bachelor Degree: BCOM Supply Chain and Operations Management / Supply Chain Management, Public Procurement Management / Logistics Management.
- ENQUIRIES** : Mr M Thihe Tel No: 012 399 0185
- FOR ATTENTION** : Ms P Mereko
- POST 18/53** : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2019/14 (X1 POST)**
18 Months
- STIPEND** : R5 066 per month
- CENTRE** : National Office, Strategy and Performance Monitoring.
- REQUIREMENTS** : Qualification: N6: National Certificate Business Management.
- ENQUIRIES** : Mr M Thihe Tel No: 012 399 0185
- FOR ATTENTION** : Ms P Mereko

POST 18/54 : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2019/15 (X2 POSTS)**
18 Months

STIPEND : R5 066 per month
CENTRE : National Office, Finance Services
REQUIREMENTS : Qualification: N6: National Certificate in Financial Management.
ENQUIRIES : Mr M Thihe Tel No: 012 399 0185
FOR ATTENTION : Ms P Mereko

POST 18/55 : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2019/16 (X1 POST)**
18 Months

STIPEND : R5 066 per month
CENTRE : National Office, Human Resource Administration
REQUIREMENTS : Qualification: N6: National Certificate in Human Resource Management.
ENQUIRIES : Mr M Thihe Tel No: 012 399 0185
FOR ATTENTION : Ms P Mereko

POST 18/56 : **TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION) REF NO: Q9/2019/17 (X2 POSTS)**
18 Months

STIPEND : R5 066 per month
CENTRE : National Office, Human Resource Management and Legal Services.
REQUIREMENTS : Qualification: N6: National Certificate in Management Assistant.
ENQUIRIES : Mr M Thihe Tel No: 012 399 0185
FOR ATTENTION : Ms P Mereko

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 : 18 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. 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 driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Administrative Officer: Supply Chain Management with Ref No: 19/51/KZN advertised on Public Service Vacancy Circular 16 of 2019 dated 10 May 2019 was wrongly advertised with the incorrect salary scale of Level 8. The correct salary scale should be: R257 508 – R303 339 (Level 07). The closing date will be 03 June 2019. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

POST 18/57 : **REGIONAL HEAD (X2 POSTS)**

SALARY : R1 189 338 – R1 422 012 per annum (All inclusive remuneration package). The successful candidates will be required to sign a performance agreement.

CENTRE : Regional Offices:
Mpumalanga Ref No: 19/71/CS
Mahikeng Ref No: 19/72/CS

REQUIREMENTS : An undergraduate qualification (NQF7) in Social Science, B Com Law and / or Public Administration and Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be at senior managerial level; Relevant work experience in the field of Court/ Administration of justice/ Public Administration. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.

ENQUIRIES : Ms. M. Kganyago Tel No: (012) 315 1844

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

<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 18/58</u>	:	<u>DIRECTOR: ICT SOLUTIONS QUALITY ASSURANCE REF NO: 19/42/ISM</u> (Contract Appointment ending 30 September 2020)
<u>SALARY</u>	:	R1 005 063 – R1 183 932 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A B -Tech/Honours Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF level 7; 8 years' experience in Software Testing/Quality Assurance of which 5 year's must be at middle or senior management level; Knowledge and experience in applying formal Software Testing/Quality Assurance methodologies, standards and tools are essential; Proven knowledge and experience in Automated Software and Application performance testing; Experience and certification in managing the software quality assurance process using HPQC (or similar) will be an added advantage; Software Testing/Quality Assurance certifications will be an advantage; Understanding of software version control and change management process will be an added advantage. Skills and Competencies: Communication (written and verbal) skills; Analytical and project management skills; Financial management; Knowledge management: People management and empowerment; Change management; Strategic, capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Develop and establish formal Software Testing/Quality Assurance methodologies, standards and tools; Manage a team of Software Testing Analysts and Software Testers; Ensure consistent application of established methodologies, standards and tools; Manage software testing process in the development of IT solutions and ensure the quality of existing or new IT solutions; Ensure the quality of existing or new IT solutions in accordance with the business requirements functional and non-functional requirements; Compile test plans, test cases and test reports for all solutions/changes requiring software testing; Ensure the department extracts value (ROI) on all the testing tools , Provide effective people management and financial in line with relevant policies and procedures.
<u>ENQUIRIES</u>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 18/59</u>	:	<u>SENIOR FAMILY ADVOCATE - LP9 REF NO: 23/19EC</u>
<u>SALARY</u>	:	R983 019 – R1 536 567 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Mthatha
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa and proven track record of managerial experience will be an added advantage; A valid driver's license. Skills and Competencies: Good communication (both verbal and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to details; Analytical thinking; Dispute and Conflict Resolution Skills; Information Management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation and departmental delegations; Ensure effective and efficient institutional performance of the relevant Office(s) of the Family Advocate; Identify and implement Risk Management Plan.

<u>ENQUIRIES</u>	:	Mr. P Hattingh Tel No: (043) 7027000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
<u>POST 18/60</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 19/47/FS</u>
<u>SALARY</u>	:	R733 257- R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office Bloemfontein
<u>REQUIREMENTS</u>	:	Three year Bachelor's degree /National Diploma in Public Administration or equivalent (NQF level 6); Three (3) years management experience; Three (3) years' experience in office and district administration; A valid driver's license; knowledge of Public Service Regulations, and PFMA, Knowledge of Departmental Finance Instructions, prescripts and delegations. Skills and competencies: Computer literacy MS Office Excel, Presentations, Excellent communication skills written and verbal; strong leadership skills; Strategic capabilities.
<u>DUTIES</u>	:	Key Performance Areas: Exercise quality assurance service over administrative duties related to all resources i.e Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; manage misconduct and maladministration investigations; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 18/61</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING SPECIALIST REF NO: 19/49/ISM</u> (Contract appointment ending 30 September 2020)
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Information Technology or equivalent qualifications at NQF level 6; 5 years IT experience of which 1 year should be in networking and server administration environment; 3 year experience in Application Performance Monitoring (APM) using monitoring toolsets; Knowledge of the Microfocus toolsets and its implementation (e.g. OpsBridge, BSM-RUM, APM, Analytic, NNMI, etc.); Experience in implementing APM toolset/projects will be an added advantage; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); A valid driver's license. Skills and Competencies: Problem solving skills; Planning and organising; Communication (writing and verbal); Creative and analytical; Ability to work independently and under pressure; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the Department's enterprise monitoring strategy and capability roadmap; Develop and maintain online monitors, executive dashboards, reports and scripts; Provide monitoring expertise to development and production support teams; Provide inputs into monitoring tool requirements, selection and implementation in line with industry best practice; Enhance and maintain various monitoring systems to enable proactive management: Manage deliverables from vendor/suppliers and other organizational delivery entities.
<u>ENQUIRIES</u>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
<u>APPLICATIONS</u>	:	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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

<u>POST 18/62</u>	:	<u>SERVICE DELIVERY, INCIDENT AND PROBLEM MANAGEMENT REF NO: 19/41/ISM</u> (Contract appointment ending 30 September 2020)
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive Remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A National Diploma/Degree in Information Systems/Technology/Computer Science or an equivalent qualification at NQF6; 6 years' experience in ICT Service Delivery or Service Support Management environment; 4 years' experience in IT Operations Environment with focus on Incident Management or Problem Management; Knowledge and experience of ICT problems and incidents management processes including related ITIL processes; A relevant ITIL V3 foundation qualification; Knowledge and experience of ICT service level agreements formulation and management will be an added advantage; A valid driver's license. Skills and Competencies: Communication skills (written and verbal); Project management skills; Data interpretation and excellent report writing skills; Collaborative and people skills; Creative and analytical; Committed, flexible and reliable; Problem solving.
<u>DUTIES</u>	:	Key Performance Areas: Render technical operational advisory support to the Department; Collaborate with relevant stakeholders in managing all aspects of incident, request and problem management processes; Conduct analysis of all the reported incidents/problems, identify trends, produce management reports and knowledge documents; Develop policies, procedures and standards for problem management department, ensure compliance, review and update problem management; Ensure that the calls are escalated to the relevant line manager and are resolved within the required service level agreements; Ensure improvement of the quality of IT service; Provide end-to-end management of all the Service Level Agreements within the service desk environment and take corrective action if required; Manage projects aimed at improving ICT Service Desk operations in line with allocated budget; Participate in the design and implementation of ICT Service Desk processes, related tools and technology; Ensure effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 18/63</u>	:	<u>DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 19/50/ISM</u> (Contract appointment ending 30 September 2020)
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A National Diploma/ Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF6; At least 5 years IT experience of which 3 years should be in IT management role; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE or CISM); Knowledge and experience in working with the Trend Micro suite of products will be an added advantage; Relevant OEM certification (i.e Trend Micro office scan, deep security will be an added advantage; A valid driver's license. Skills and Competencies: Communication skills (written and verbal); Good interpersonal skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Manage IT security risk assessments, report on solutions, ways to minimize and mitigate security threats; Develop strategies to handle security incidents, trigger investigations and Department' IT Security operations centre; Develop and implement a business continuity plan to ensure seamless operations during a security breach or during disaster recovery process; Manage deliverables from vendor/ suppliers and other organizational delivery entities; Ensure organizational compliance to legal prescripts.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 18/64</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 19/66/SA</u>
<u>SALARY</u>	:	R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Cape Town
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; Admission as a notary and conveyancer will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting of conveyancing and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Draft, prepare and register of conveyancing and notarial documents; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Perform functions normally performed by a conveyance and notary; Give effect to the Department's strategic plans, policies and prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
<u>POST 18/65</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 19/67/SA</u>
<u>SALARY</u>	:	R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Durban
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification litigation experience; The right of appearance in the High Court; A valid driver's license; Conveyancing experience will be an added advantage. Skills and Competencies: Legal research and drafting; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (verbal and written) with ability to motivate and direct people; Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
<u>DUTIES</u>	:	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; 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 conveyancing and related matters on behalf of the State; Guide and train Candidate State Attorneys; Attend to Liquidation and insolvency queries, register trust and companies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kooko Tel No: (012) 315 1164
	:	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.

<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
<u>POST 18/66</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Mankweng Ref No: 27/19/LMP Magistrate, Tabankulu Ref No: 60/19EC
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus a 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, in managing Trust (Third Party Funds) and Vote Account; Knowledge of Public Financial Management Act (PFMA); 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.
<u>DUTIES</u>	:	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; Develop and implement customer service improvement management; Manage service level agreements.
<u>ENQUIRIES</u>	:	Polokwane: Mr Maakamedi TP Tel No: (015) 287 2026 or Ms Mongalo MP. Tel No: (015) 287 2037 Eastern Cape: Mr. Z Madlingozi ☐ 043 702 7000
<u>APPLICATIONS</u>	:	Polokwane: 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. Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference.
<u>POST 18/67</u>	:	<u>COPY EDITOR REF NO: 19/63/SLA</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	South African Law Reform Commission
<u>REQUIREMENTS</u>	:	Appropriate Degree / National Diploma or equivalent in English, Publishing, Journalism or Communication; At least 5 years appropriate post qualification editorial experience; Experience in editing documents produced in legal academic fields will be an added advantage. Skills and Competencies: Communication skills (written or verbal); Research skills; Editorial skills; Information technology; Strong organizational skills and the ability to multi-task; Advanced computer skills, (MS Office, (Word, Outlook, Excel and PowerPoint) Interpersonal; professional skills.
<u>DUTIES</u>	:	Key Performance Areas: Edit documents for consistency, correct language usage, style and formatting to ensure that they meet the stylistic and publishing requirements and are of the highest formatting, grammatical and spelling standard; Detect and correct errors in typing, spelling, grammar, punctuation, syntax and structure; Liaise with authors and external parties for purpose of design and technical layout; Oversee distribution of publications to institutions on the regular address list; Review and update SALRC Style Manual.
<u>ENQUIRIES</u>	:	Ms P Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply

<u>POST 18/68</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 19/60/KZN</u>
<u>SALARY</u>	:	R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma/Degree in Labour Law/ Labour Relations or relevant equivalent qualification (NQF level 6); At least 3 years' relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication skills; Interpersonal relations; Ability to build high performance teams; Computer literacy; Project Management; Strategic Management; Analytical thinking; Problem Solving; Conflict Management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the grievances procedure/ disciplinary processes. Undertake labour relations research, plan activities and management of resources; Provide expert advice to management in all Labour related matters; Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute processes. Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions. Monitor and evaluate the implementation of the approved policy.
<u>ENQUIRIES</u>	:	Mr L.N Sibiba Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 18/69</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLAN REF NO: 19/68/HR</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Human Resources Management or equivalent qualification; 3 years experience as Human Resource Practitioner; Knowledge of Human Resource Prescripts; Exposure in Human Resource Planning (HRP) will be an advantage Skills and Competencies: Communication (written and Verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Creative thinking skills; Decision making skills; Problem analysis skills; Manipulation of data skills; Project management skills.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the development and review of intergrated HRP; Facilitate internal and external environmental scan; Coordinate HRP committee meetings and render secretarial services; Coordinate and analyse workforce statistics; Facilitate the development and implementation of branch and regional HRP.
<u>ENQUIRIES</u>	:	Ms N Joseph Tel No: (012) 357 8646
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 18/70</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2019/16/MP</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office; Mpumalanga
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Cost and Management Accounting or Financial Accounting/any Finance related qualification (NQF Level 6); Post graduate qualification will be an added advantage; a minimum 3 years' experience in finance environment/field; 3 years relevant supervisory experience; Knowledge of financial systems, such as Persal; PFMA and Treasury Regulations; A valid driver's license. Skills and Competencies: Planning & Organizing; Project

<u>DUTIES</u>	:	management; Innovative/creativity; Computer literacy; Conflict Management; Decision Making; Communication; Change Management; Analytical thinking.
<u>ENQUIRIES</u>	:	Key Performance Areas: Ensure of collecting, recording of revenue and debt management; Manage expenditure, compensation of employees, goods and services, transfers and subsidies; Provide effective people management.
<u>APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300/224
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.
<u>POST 18/71</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 53/19EC</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Port Elizabeth
<u>REQUIREMENTS</u>	:	Appropriate three year Degree/National Diploma in Management/Administration or a relevant equivalent qualification at NQF6; At least three years junior/supervisory experience in the field of Finance, Administration and Human Resource Management. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations and Communication skills (verbal and written) Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for financial management within Vote Account; Manage Third Party Funds, human resources management; facilities, security, fleet and asset management; Manage supply chain section, records, admin component of the Chief Magistrate and Regional Court President; Responsible for the Library and Registry section; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. Z Madlingozi Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>POST 18/72</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 19/57/KZN</u>
	:	Component: Supply Chain Management
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office (Supply Chain), Durban
<u>REQUIREMENTS</u>	:	An appropriate three year (3) Degree/National Diploma in Commerce, Accounting or Economics or relevant equivalent qualification NQF6; Minimum of three (3) years working experience in financial environment (Logistics; Fleet and Asset Management); A valid driver's license; Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: Computer literacy (MS Office and Excel); Communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and support the entire Regional Asset Management processes/function; Manage asset disposal processes; Facilitate the regional participation in SITA new and existing transversal term contracts; Consolidate and monitor regional procurement plans; Manage human, financial and physical resources in the Asset Management component.
<u>ENQUIRIES</u>	:	Ms N Maqoma Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

<u>POST 18/73</u>	:	<u>ASSISTANT DIRECTOR REF NO: 19/44/KZN</u> SCM (Demand and Acquisition Management)
<u>SALARY</u>	:	R376 596 – R443 601 per annum (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Regional Office Durban
<u>REQUIREMENTS</u>	:	An appropriate three year Commercial/Administrative Degree/ National Diploma or relevant equivalent qualification NQF6; Five (5) years working experience in the Supply Chain Management environment with at least three (3) years' experience at a supervisory level; A valid driver's license; Knowledge of SCM Framework; Knowledge of Preferential Procurement Policy Framework Act, (PPPFA); BBBEE and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Exceptional report writing skills; Ability to work under pressure and be self-motivated; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Ensure compliance to the PPPFA, Departmental Financial Instructions and PFMA; Attend and provide feedback from the Regional Bid Committee, procurement administration office and Regional Control Committee; Provide support to District offices, monitor the progress of all quotations and provide reports Monitor and control invitation of quotations in terms of the validity; Manage and control open orders on JYP; Control over library books in the Region; Manage creditors for the Region; Assist end users with development and consolidation of procurement plans; Conduct supplier on Government Central Supplier Database, Persal, National Treasury list of defaulters and list of restricted entities; Control of lease register for the province and exercise delegations; Supervise staff in the Demand and Acquisition management section.
<u>ENQUIRIES</u>	:	Mr L.N Sibiyi Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 18/74</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 19/64/KZN</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Court, Richmond
<u>REQUIREMENTS</u>	:	A Bachelor's degree/National Diploma in Administration or relevant, equivalent qualification and at least three years relevant experience in Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<u>ENQUIRIES</u>	:	Ms C.S. Sikhjonde Tel No: (031) 372 3000

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical Address: Recruitment, First floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 18/75</u>	:	<u>MAINTENANCE INVESTIGATOR</u>
<u>SALARY</u>	:	R257 508–R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Vryheid Ref No: 19/61/KZN Magistrate Court, Verulam Ref No: 19/62/KZN
<u>REQUIREMENTS</u>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel), Certificate reflecting these courses to be attached. Skills and competencies; Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.
<u>DUTIES</u>	:	Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.
<u>ENQUIRIES</u>	:	Mr L.N Sibiyi Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical Address: Recruitment, First floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 18/76</u>	:	<u>COURT INTERMEDIARY REF NO: 19/48/FS</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's office: Botshabelo
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court Languages Proficiencies: Sesotho, Setswana, IsiXhosa and English.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein.
<u>POST 18/77</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 19/53/AIR</u> Archives Services
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Library Science and Information Management or National Diploma in Archives Studies/Record Management or equivalent; 2 years' experience in Records or Archives Management environment; Knowledge of National Archives and Records services Act; Knowledge of Promotion of Access to Information Act (PAIA); knowledge of Public Finance Management Act (PFMA) Skills and Competencies: Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Communication skills (written and verbal); Interpersonal skills; Customer service orientation; Conflict management; Team work problem solving skills; Acceptance of responsibility.
<u>DUTIES</u>	:	Render records and archives services to internal and external clients; Manage appraisal of archival materials; Implement records retention and disposal; Ensure maintenance of filing system; Supervise Human Resources; Perform any administrative function as requested.
<u>ENQUIRIES</u>	:	Mr O Melato Tel No: (012) 315 1351
<u>APPLICATIONS</u>	:	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.
<u>POST 18/78</u>	:	<u>SENIOR COURT INTERPRETER (X2 POSTS)</u> (Re-Advert)
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office Standerton Ref No: 2019/03/MP Magistrate Office Evander Ref No: 2019/02/MP
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; A valid driver's license Language requirements: Afrikaans, isiZulu and seSotho (Standerton Office); Language requirements: isiZulu; Sepedi; Afrikaans (Evander Office); Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Render supervisory services to Court Interpreters.
<u>ENQUIRIES</u>	:	Ms KKN Zwane Tel No: (013) 753 9300 Ext.249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.
<u>POST 18/79</u>	:	<u>MAINTENANCE OFFICER (MR1- MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R198 411 – R912 504 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Court Umlazi: Ref No: 19/48/KZN Magistrate Court Verulam: Ref No: 19/49/KZN
<u>REQUIREMENTS</u>	:	LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation: Skills and Competencies: Computer literacy (Ms Office), Excellent communication skills (both verbal and written); Interpersonal relations and ability to liaise with senior officials; Problem solving skills; Ability to analyze statistics; Report writing skills; Time management skills; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court. Implement Bench Orders.
<u>ENQUIRIES</u>	:	Ms V Mlandiso Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 18/80</u>	:	<u>REGISTRAR (MR1 – MR5) REGIONAL COURT DIVISION, EASTERN CAPE:</u> <u>REF NO: 61/19EC</u>
<u>SALARY</u>	:	R198 411 – R912 504 (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Port Elizabeth (responsible for all centres in Eastern Cape Regional Court Division)
<u>REQUIREMENTS</u>	:	An LLB degree or equivalent qualification; A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Establish an effective record keeping system of all information pertaining to civil and divorce cases; Manage and train Assistant Registrar's in the region; Assist the public with court procedures, process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary.
<u>ENQUIRIES</u>	:	Mr. Z Madlingozi Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Successful candidate will travel extensively in the Eastern Cape Province.

DEPARTMENT OF MINERAL RESOURCES

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

<u>APPLICATIONS</u>	:	Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.
<u>FOR ATTENTION</u>	:	Ms T Sibutha / Ms N Maseko
<u>CLOSING DATE</u>	:	07 June 2019
<u>NOTE</u>	:	Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's license is a requirement, a clear certified copy must be attached (also certified within the past 3 months) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 18/81</u>	:	<u>PRINCIPAL INSPECTOR: MPUMALANGA REF NO: (DMR/19/0040)</u>
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package)
<u>CENTRE</u>	:	Witbank – Mpumalanga
<u>REQUIREMENTS</u>	:	A/an appropriate Tertiary Qualification equivalent to NQF level 7 and Mine Manager's Certificate of Competency or Mine Surveyor's Certificate of Competency or Government Certificate of Competency in Mechanical or Electrical Engineering coupled with extensive experience of which five (5) years must be at Middle or Senior Management level in the mining and minerals sector. PLUS the following competencies: knowledge of : Mine Health and Safety Act No. 29 of 1996, Underground and Surface Mining, Mine occupational health and safety hazards and risks, Labour Relations and Human Resources Management, Understanding DMR policies aimed at optimal utilisation of Mineral Resources Skills: Interpersonal

		Relations, Planning, Organising, Leading and Control, Application of policies, procedures and the Laws governing occupational health and safety in the mining and minerals sector, Team work, Training, Mentoring Negotiating, Adaptability Conflict handling, Computer literacy. Creativity: Ability to analyse workload-related challenges and to implement a continuous improvement strategy. Communication: Ability to communicate both verbally and in writing.
<u>DUTIES</u>	:	Manage the Mine Health and Safety Region. Monitor the application of health and safety standards at the mining operations as per the provisions of the Mine Health and Safety Act No. 29 of 1996. Provide technical assistance to the mines. Ensure the complaints are investigated and queries are responded to. Exercise budgetary controls consistent to the target and objectives of the region/directorate, ensure the holding of any necessary board of examinations for appropriate Certificate of Competency.
<u>ENQUIRIES</u>	:	Mr MMA Zondi Tel No: (012) 444 3662
<u>NOTE</u>	:	Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 18/82</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0041)</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) (All inclusive package)
<u>CENTRE</u>	:	Mthatha, Eastern Cape
<u>REQUIREMENTS</u>	:	A/an appropriate National Diploma/Degree in Social Science, Human Resource Development, Development Studies, and Industrial Sociology coupled with relevant experience and a valid driver's license. PLUS the following competencies: knowledge: MPRDA 2002 and the Minerals Act 50 of 1991. Labour Relations Act. The mining charter, Social and Labour Plan, skills development Act 1998. South African Mining Industry economic and legislation. Understanding of the IDP & LED processes. Skills: Analytical skills. Research skills, report writing. Computer literacy. Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels. Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner. Assertive and confident approach, innovative and self-driven. Ability to be pro-active. Decision making.
<u>DUTIES</u>	:	Adjudicate SLP submitted for mining right applications. Monitor the mining industry socio-economic development process. Monitoring the downscaling and retrenchment process. Co-ordinate workshops and meetings between department and clients. Attend LED forums in the district and local municipalities. Compile letters to clients in the line with the outcome of the assessment.
<u>ENQUIRIES</u>	:	Ms BT Ngebulana Tel No: (041) 403 6616
<u>NOTE</u>	:	Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 18/83</u>	:	<u>ASSISTANT DIRECTOR: TRAVEL MANAGEMENT REF NO: (DMR/19/0042)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) (All inclusive package)
<u>CENTRE</u>	:	Pretoria- Head Office
<u>REQUIREMENTS</u>	:	An Appropriate national diploma /degree in Accounting /financial management with 3-5 years relevant experience in Travel Management PLUS the following competencies: Knowledge: PFMA, BAS, Treasury Regulations, DoRA, PERSAL Skills: Computer Literacy, High numerical skills; Communication: Good verbal and written communication skills; Ability to communicate at all levels.
<u>DUTIES</u>	:	Monitor implementation of the policies, procedures and other relevant prescripts on all salary and BAS related transactions. Monitor the book out register to ensure that S&T claims \, advances and other transactions are correctly and timely executed and outstanding transactions followed up. Monitor systems interface (BAS and PERSAL). Coordinate and respond to Auditor (Internal and external) issues/enquiries. Compile monthly reports. Oversee/review fruitless expenditure and advances recovery process. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr N Tshabalala Tel No: (012) 444 3104

<u>NOTE</u>	:	Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 18/84</u>	:	<u>ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0037)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08) (All inclusive package)
<u>CENTRE</u>	:	Free State, Welkom
<u>REQUIREMENTS</u>	:	An Appropriate Degree in Social Science, Development Economics Industrial Science and Human Resource Development coupled with 1-2 years relevant experiences. A valid driver's license is required. PLUS the following competencies: Knowledge: Mineral and Petroleum Resources Development Act 2002 as amended. Mining Charter. Integrated Development Programme (IDP) process. Socio-economic development issues. Social and Labour and Financial Management. Human Resource Development and Labour legislation. Administrative duties. Skills: Analysis capacity and presentation. Computer literacy. Communication research, Report writing and formulation. Project Management Conflict management Communication: Excellent verbal and written communication skill. Diplomacy and professional conduct.
<u>DUTIES</u>	:	Register received and acknowledge receipt on new applications for social and labour plan. Conduct Preliminary and final assessments of social and labour plans on small to medium scale operations. Co-ordinate workshops and meetings between the department and the client. Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain Social and Labour Plan database, provide advice and liaise with clients regarding Social and Labour Plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Ms SJ Mokwene Tel No: (057) 391 1329
<u>NOTE</u>	:	Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

<u>CLOSING DATE</u>	:	07 June 2019 at 16:00
<u>NOTE</u>	:	Please forward your application, quoting the relevant reference number, to the emails provided for each post. All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' license (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. We thank you for the interest shown in MISA.

OTHER POSTS

<u>POST 18/85</u>	:	<u>ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO: HR AC/MA/01</u>
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05)
<u>CENTRE</u>	:	MISA Head Office, Centurion
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification. No experience required. Core Competencies: Financial Management. Process Competencies: Service Delivery and Innovation, Client Orientation and Customer Focus, Communication (verbal & Written), Computer literacy. Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Basic Accounting Systems, General Ledger reconciliation and analysis, Debtor control and creditor payments.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Compile monthly forecasts. Assist in compiling financial statements. Assist in the budget process. Assist in petty cash management. Assist in compiling monthly management accounts, assist in compiling MTEF and ENE, and assist in compiling quarterly reports. Assist in resolving audit queries relating to the section. Perform filing. Liaise with Treasury and Auditor- General. Issuing and reconcile petty cash. Compile budget vs actual expenditure report. Co-ordinate budget process. Perform filing. Perform adhoc tasks in the management accounting section.
<u>ENQUIRIES</u>	:	Ms Fulufhelo Museisi Tel No: 012 848 5379
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number, to hr.ac5ma@misa.gov.za

<u>POST 18/86</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: HR AC/FAS/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 – R204 612 per annum (Level 05)
	:	MISA Head Office, Centurion
	:	A Grade 12 certificate or equivalent qualification. No experience required. Core Competencies: Financial Management. Generic Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (verbal & Written), Computer literacy. Technical competencies: In depth knowledge of: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. Basic Accounting System (BAS) and Persal System or VIP system.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Financial Accounting Service: Process invoices within 30 days. Create debts and follow up on recovery of debt owed to the department. Capture Journals on the system. Compile cashbooks on a monthly basis. Perform general ledger reconciliations. Perform filing. Salaries section: Process payroll. Perform employee tax reconciliation. Process third party pay-overs. Process travel and subsistence claims. Perform filing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Fulufhelo Museisi Tel No: 012 848 5379
	:	Please forward your application, quoting the relevant reference number, to hr.ac5fa@misa.gov.za
<u>POST 18/87</u>	:	<u>REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: HR RC/SFMS/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 – R204 612 per annum (Level 05)
	:	MISA Head Office, Centurion
	:	A Grade 12 Certificate or Equivalent qualification. No experience required. Generic Competencies: Problem solving, Planning and Organising, Communication (verbal & Written), Computer literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information act, National archives.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/file, Handle incoming and outgoing correspondence:, Receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues, Render an effective filing and record management service: Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with MISA's File Plan and document management system. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain Franking machine register and remittance register. Frank post, record money and update register immediately on daily basis. Hand delivers and signs over remittances to finance. Send back wrong remittances to sender via registered post and record reference number in register. Lock post away in postbag for messengers to deliver to Post Office, Process documents for archiving and/or disposal: Comply with the relevant National legislation when determining timeframes for disposal of records, Electronic scanning and indexing of files. Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Keep records for archived documents. Electronic routing of documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Fulufhelo Museisi Tel No: 012 848 5379
	:	Please forward your application, quoting the relevant reference number, to hr.rc5fsm@misa.gov.za

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 : 07 June 2019 at 12:00 pm

NOTE : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

OTHER POSTS

POST 18/88 : **SENIOR ANALYST: INVESTMENT ANALYSIS REF NO: S052/2019 (X2 POSTS)**

Division: Assets and Liability Management (ALM)

Purpose: Assist in the monitoring and evaluation of financial performance of the SOEs, development of financial models and recommendations on the appropriate responses from stakeholders

SALARY : R869 007 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A minimum Degree in Finance / Accountancy (CFA/CA (SA) advantageous). A minimum 4 years' experience obtained in a Government or State Owned Entity environment or specialist level of experience in corporate finance and valuations, Knowledge and experience of financial analysis and analysis of Corporate/Strategic Plans, Knowledge and experience of policy development and interpretation, Industry knowledge (Energy/DFIs/Telecommunications/Aviation/Defence) and experience in industry analysis, Knowledge of financial markets, institutions and instruments.

DUTIES : Policy Development: Provide policy direction and support to SOEs on financial best practices, Provide support to SOEs on the financial reporting standards and methods, Initiate proposed changes to policy and legislative frameworks that impact on SOEs, Prepare strategy and policy documents to Minister of Finance and other stakeholders, Coordinate corporate plans and the annual reports analysis process to minimise risks within the policy development cycle Strategic Analysis: Analyse operational effectiveness of SOE's, Review potential strategic risk areas that would negatively impact on SOE's and other spheres of government, Analyse SOE's corporate/strategic plans and identify gaps for improvements, Develop forecast models for SOEs for improved financial management and strategy analysis Research and Support: Evaluate governance models of SOEs and advice on areas of concern, Create a research platform in line with international best practices on financial and corporate governance, Assist in the creation and establishment of a sound regulatory architecture platform to build future investment of financial and corporate governance on Promote sound corporate governance in SOE's: Support SOE's with sound corporate governance and financial management, Improve stakeholder relations both internally and externally for the improved management of SOE's, Advise SOE's in

		the financial analysis of the PFMA Section 54 applications, Scrutinise financial statements and corporate plans of SOE's for compliance with legislative requirements.
<u>ENQUIRIES</u>	:	Ms Zama Sangweni on 012 315 5301
<u>APPLICATIONS</u>	:	e-mail to Recruit.ALM@treasury.gov.za
<u>POST 18/89</u>	:	<u>SENIOR ANALYST: CORPORATE GOVERNANCE REF NO: S051/2019</u> Division: Assets and Liability Management (ALM) Purpose: Promote sound corporate governance practices within State Owned Entities (SOEs) and monitoring compliance with the Public Finance Management Act (PFMA), Companies Act, Memorandum of Incorporations, Founding legislations and other good Corporate Governance practices.
<u>SALARY</u>	:	R869 007 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Degree in Law (LLB), A minimum of 4 years' experience obtained in Public Finance and or Public Entities, Working knowledge and experience of the PFMA/ King Codes and Corporate Governance practices, Knowledge and experience of the policy framework of government on Corporate governance and Financial Analysis, Knowledge and experience of Risk management, law, Corporate governance and dissemination.
<u>DUTIES</u>	:	Public Finance Management Act (PFMA): Monitor submission of shareholders compacts, corporate plans, and other information in compliance with PFMA/ King Code pertaining to corporate governance as determined, Initiate legislative alignment in compliance with the PFMA, Founding legislation and Memorandum of Incorporation with regard to Schedule 2 and 3B Public Entities reporting to the Minister of Finance, Evaluate Section 52,55 and 92 of the PFMA applications and requests from Schedule 2 and 3B Public Entities, Review Corporate Plans /Annual Financial Statements (Corporate Governance review), in line with Practice notes, King Codes and other legislations Corporate Governance and Dividends: Analyse remuneration of executive and non-executive directors for Schedule 2 and 3B reporting to the Minister of Finance in accordance to guidelines and legislations applicable to State Owned Companies, Provide recommendations to the Minister of Finance on Board appointments for entities reporting to the Minister of Finance, Facilitate the Annual General meetings of entities reporting to the Minister of Finance and engage with Companies secretaries of those specific entities, Provide inputs on the development of the State Owned Entities reforms that relates to governance, Maintain a database on dividends declared and received by government emanating from the SOE's projected dividends within a particular MTEF Coordinate Contingent Liability: Coordinate the Fiscal Liability Committee, Initiate the correct payment of guarantee fees due to government from State Owned Entities Stakeholder Engagement: Integrate and align stakeholder programmes and coordinate the implementation thereof, Develop a strategy for implementation of all relevant corporate governance practices within Public Entities or SOCs.
<u>ENQUIRIES</u>	:	Ms Caroline Modibane on 012 315 5092
<u>APPLICATIONS</u>	:	e-mail to Recruit.ALM@treasury.gov.za
<u>POST 18/90</u>	:	<u>SERVICE DESK TECHNICIAN REF NO: S054/2019</u> Division: Corporate Services (CS) Purpose: To Serve as a single point of contact (SPOC) within the National Treasury and responsible for the user experience of IT services, handles incidents and service requests that interface with National Treasury business to deliver a quality service.
<u>SALARY</u>	:	R376 596 per annum (excluding benefits)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A Degree / National Diploma as recognised by SAQA coupled with MCP/ MCSE/ A+ etc, A minimum 3 years' experience obtained in an Information Technology, Ability to comprehend, absorb and capture the interpretation of basic information for implementation.

DUTIES

: Customer Service: Understand the customer and their respective business processes always mindful of CS IT vision of service excellence, Driving actions leading to improvement of customer satisfaction, Follow up surveys completed by customers and evaluation of randomly logged calls, Take the extra time on every call to make sure your customer's questions are answered, and setting realistic expectations, Provide personalized customer service of the highest level
Communication: Inform team members of major incidents or outages in the ICT environment, Communicate clearly and frequently to users concerning open calls (service requests and incidents), always quoting the HEAT call number in any written correspondence, Use functional escalation to Infrastructure / Group incidents that have defined priority and where a specialised skill set demands, Report escalated issues to line managers and senior management Liaise with customers on logging of calls: Log all incidents and service requests through the Service Desk tool (HEAT), Route, Track and escalate all calls against SLA, do trend analysis and prepare monthly reports, Complete new user requests and account terminations, Research questions using available information resources to assist in resolving incidents speedily and promptly, Report on the monthly performance of IT from the call centre software Updating Calls (HEAT): Input as much information as possible to assist 1st and 2nd line support in resolving escalated calls. Updated calls in real-time to ensure information passed between IT support groups is up to date, Update calls with HEAT journal entries where additional information or call history needs to be recorded, Provide a monthly performance report on all IT Heat call received and handled by the call centre.

ENQUIRIES
APPLICATIONS

: Ms Caroline Modibane 012 315 5092
: e-mail to Recruit.OMIN@treasury.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention: Human Resource Admin & Recruitment, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za
- CLOSING DATE** : 07 June 2019 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 18/91** : **SENIOR EVALUATION OFFICER REF NO: 012/2019**
CD: Evaluation
- SALARY** : R316 791 (Level 08) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year relevant tertiary qualification in the areas of Research, Evaluation, Social Sciences, Public Administration, Monitoring and Evaluation or equivalent with at least 4 years' experience of which 3 years should be in the areas of Research or Evaluation. A Post Graduate qualification will be an added advantage. Should possess the following skills; having contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice,

research practice, evaluation planning, evaluation management, report writing and communication, improvement, general management skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Good computer literacy and project management skills and must be willing to travel frequently.

DUTIES : The successful candidate will be responsible for supporting evaluations as well as development of the evaluation system. This would involve supporting the Senior Evaluation Specialist in working with national departments on specific evaluation assignments (undertaking research or analytical activities for evaluations, organising meetings, minuting meetings, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents, monitoring improvement plans); Support the Senior Evaluation Specialist with one or more provincial evaluation plans; undertake certain evaluation assignments directly; Undertake development work towards technical elements of the evaluation system; Undertake evaluation communication assignments and take on specific responsibilities as assigned by the Senior Evaluation Specialist within the Evaluation unit.

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

POST 18/92 : **SENIOR PERSONNEL OFFICER REF NO: 013/2019**
Sub-directorate: OD; HR Planning and Administration

SALARY : R208 584 per annum (Level 06) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification in the areas of HR, Industrial Psychology, Public Administration/Management or related field and at least 3 years experience in the various disciplines related to human resources management. Supplementary HR related courses will serve as a definite advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience is essential. Good communication skills, planning, organisational skills. High level of computer literacy and sound knowledge of the Microsoft Office suite.

DUTIES : The successful candidate will be responsible for providing an effective and efficient Human Resource Administration service. This entails administering effective recruitment, selection and appointment of employees; Administration of effective, conditions of service and efficient service benefits and HR records management. Draft submissions and report to various delegated authorities and address the human resource administration enquiries as well as interpreting and applying HR policies and procedures.

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license.
- CLOSING DATE** : 10 June 2019
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

- POST 18/93** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DPSA/19/009**
Job Purpose: To develop, manage and support the implementation of organisational design and macro organisational policies and frameworks for the organisation of the public service and organisational design through appropriate structures.
- SALARY** : R869 007 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R1 023 645 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within the framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate qualification at NQF level 7 in Management Service/Operations Management/Human Resource Management/Social Sciences Minimum of 3 - 5 years' relevant experience in junior management (ASD) level, 3-5 years' experience in the field of Organisational Design/Public Admin/Policy Development /Project Management. Sound knowledge of the Public Service Regulatory Framework, Knowledge of organisational Design, policies and procedures, Employment Relations policies, practices and procedures. Knowledge of conflict management tools and methodologies. Research and Analytical skill.
- DUTIES** : To conduct an analysis of organisational design consultation and pre-consultation requests, submitted by Executive Authorities to the Minister, in terms of the 2016 Directive on the changes to the organisational structures of departments. Provide organisational design technical support services to departments, based on the outcome of consultation and support requests. Develop organisational design implementation tool/instruments/blueprint. Conduct capacity building sessions to

		empower national and provincial organisational design practitioners on the implementation of organisational design function.
<u>ENQUIRIES</u>	:	Mr S Msimang Tel No: (012) 336-1403
<u>POST 18/94</u>	:	<u>ASSISTANT DIRECTOR: GOVERNMENT EMPLOYMENT PRACTICES REF NO: DPSA/19/010</u>
		Job Purpose: To render support in the development, implementation and maintenance of Public Service norms and standards (including policies, systems and practices) related to the areas of employment, staff mobility, service termination and strategic human resource management.
<u>SALARY</u>	:	R376 596 per annum (Level 09) (An all-inclusive remuneration package). Annual progression up to a maximum salary of R443 601 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 7 in Human Resources Management, supported by further informal or formal training in human resource management and related areas such as- recruitment, placement, retention, exits, performance management, labour relations, human resource planning, competency frameworks, employee remuneration strategies, employment equity and basic conditions of employment. Five years' experience in the field of which a minimum of 2 years should be supervisory experience in human resource management practices and policy development, Thorough knowledge of the laws, regulations, and practices applicable to human resource practices in the Public Service, in particular the PSA, PSR 2016, The Constitution 1996, EEA, 1998, BCEA, 1997, SDA,1998, SAQA Act, 1995, LRA, 1995, Good Knowledge of the principles, techniques and processes involved in project management and policy development Good client focused orientation, assertiveness, analytical thinking and objectivity, high sense of responsibility and result orientation, Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide advice and support to departments, the MPSA and other stakeholders on norms and standards (including policies, systems and practices) related to recruitment, placement, retention, exits and the other areas listed above. Undertake research into best practices and trends with regard to human resource management and render support in the development, implementation and maintenance of norms and standards. Conduct advocacy at departmental level on the norms and standards pertaining to the human resource areas. Assess existing prescripts on the norms and standards for their effectiveness and develop proposals for improvement. Compile reports and submissions to management. Oversee the advertisement of vacancies in the Public Service through the Public Service Vacancy Circular. Report on trends and manage sub-areas of projects.
<u>ENQUIRIES</u>	:	Mr. Philani Mveli Tel No: (012) 336 1312

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 : 07 June 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 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. 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 post of Assistant Director: Disposal Property Management (Kimberly Regional Office) with Ref No: 2019/85 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 has been withdrawn.

OTHER POSTS

POST 18/95 : **DEPUTY DIRECTOR: MARKETING AND PR COMPONENT COMMUNICATION AND MARKETING REF NO: 2019/109**

SALARY : R869 007 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 Communication, Marketing, Public Relations, Graphic Design, Journalism or equivalent qualification (NQF Level 6). Relevant experience in Communication, Marketing and Graphic Design environment. A valid Driver's License. Knowledge: Marketing and Communication, In-depth knowledge of government protocol processes, office Management, PFMA, Knowledge of Government Communication. Skills: Branding Management, Events Management, Graphic design, Corporate Identity, Decision making, Conflict Management, Problem solving, Negotiation skills, Report Writing, knowledge of using Corel Draw, InDesign, Illustrator, Photoshop.

DUTIES : Provide management support on the development and formulation of marketing and public relations strategies. Coordinate marketing events and brand management activities aligned to strengthen organizational image. Develop and design departmental newsletters, publication, poster and related marketing material. Ensure brand positioning and relevant messages are reinforced in all communication programmes. Production of branded promotional/ marketing collaterals. Plan and execute advertising campaigns. Render the distribution services of branded promotional/ marketing collaterals. Exhibition Management. Corporate Identity Management. Graphic design services in all business unit. Design production and graphic layout. Interpret concept brief and create appropriate design. Design and layout of departmental newsletters. Develop graphic for product illustrations, logo and website.

ENQUIRIES : Ms Lindie Nemavhidi Tel No: (012) 406 1838

<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 18/96</u>	:	<u>SENIOR ADMINISTRATION OFFICER: MR6 REF NO: 2019/110</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum (All inclusive OSD salary package). (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (LLB) with or an appropriate recognized four year legal qualification, Extensive appropriate post-qualification experience or experience as an in-house legal advisor or contract administrator, Specialized knowledge of and experience in Law of Contract and/or the general administration of contracts within an organizational set-up would be advantageous, Proven drafting and communication skills, Ability to work independently with the assistance of the Directorate: Legal Service in Head Office, conduct research and provide professional in-house legal assistance and advice, Prepared to travel on an ad hoc basis. In-depth knowledge of the Supply Chain Management Framework (Regulations in terms of the Public Finance Management Act), Code of Conduct for SCM Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, and other relevant legislation.
<u>DUTIES</u>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors); verify correctness of contract documentation. Manage and safeguard guarantees; Provide legal advice, guidance and opinions to the Regional Office, in conjunction with Head Office Legal service, for court cases and other legal matters in which the Department is involved, Manage and implement court orders as instructed; Ensure safe keeping of legal records and documents (contracts, guarantees, etc) Engage with Head Office Legal Service and Contract Administration as and when required; Implement and monitor the delegated powers as required by National Treasury and the PFMA, Manage and implement garnished orders on instruction of eg SARS, Sheriff of the court, Ensure safekeeping of documents such as contracts, guarantees, ect, Provide an advisory and supportive role to Project Managers and Regional Office, in general, on contract and related legal matters. Ensure the extent and effectiveness of legal assistance provided. Render assistance to and liaise with the Office of the State Attorney regarding litigation and arbitration in which the Department is involved.
<u>ENQUIRIES</u>	:	Ms N Kani Tel No: (021) 402 2197/ 2087
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/97</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2019/111</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in Economics, Finance and Accounting or related. Valid driver's license. Knowledge of PFMA. Treasury regulations and other transcripts. Supervisory experience. Computer literate. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial; interpersonal; analytical and budgeting skills. Ability to manage stakeholder's i.e municipalities; client department; landlords and private individuals. Ability to work under pressure.
<u>DUTIES</u>	:	Responsible to supervise the expenditure on properties through supervising payment of rates and taxes; municipal services; lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular

		and unauthorized expenditures. Assist in compilation of sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state wlownd properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the PMS.
<u>ENQUIRIES</u>	:	Mr. B Berends Tel No: 021 402 2309
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/98</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2019/112</u> (Re-Advertisement: Those who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Relevant experience in budgeting and planning for property related expenditure and willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.
<u>DUTIES</u>	:	Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments.
<u>ENQUIRIES</u>	:	Ms. M Dlova Tel No: (012) 406 1255
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 18/99</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROLS INTERNAL CONTROLS REF NO: 2019/113</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Port Elizabeth Region Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance / Accounting or Auditing, Relevant working experience in the field of internal control, finance and /or auditing experience. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. S. Mkutukana Tel No: 041- 408 2001/2040
<u>APPLICATIONS</u>	:	Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark
<u>POST 18/100</u>	:	<u>ASSISTANT DIRECTOR: BUDGETS, DEBTORS & DOCUMENT CONTROL REF NO: 2019/114</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial / Management Accounting, relevant working experience in the budget analysis environment, Supervisory experience, Knowledge: Public Finance Management Act, Treasury Regulations, Economic Reporting Framework including the Standard Chart of Accounts. Government Budget Procedures. Skills: Computer Literacy, Time management, People management, Coaching and mentoring, Presentation skills, Planning and organising, Problem solving, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.
<u>DUTIES</u>	:	Obtain budget inputs from the various sections and consolidate for the office after review. Capture budget allocations on BAS and SAGE. Prepare monthly budget vs expenditure reports. Convene the monthly meetings for discussion of the budget vs expenditure reports. Prepare monthly cash flow projections for the office. Checking allocation of expenditure and processing of journals to correct wrong allocations. Manage the shifting of funds on the systems as per requirements. Provide regular training on compilation of budget inputs and the use of allocations. Provide budget and financial advice to managers within the office. Preparation and distribution of debt accounts. Updating of debt accounts. Perform the necessary recovery procedures in terms of arrear amounts. Preparation of debtor's information for AFS purposes. Ensure all financial documents are safely stored. Issuing of financial documents for audit and other purposes and the return thereof. Implement internal control measures and conduct risk assessments Respond to audit findings relating to the mentioned areas of responsibility. Respond to all enquiries from clients. Effective management of staff and resources.
<u>ENQUIRIES</u>	:	E Booysens Tel No: 021 402 2357
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/101</u>	:	<u>CHIEF WORKS MANAGERS (BUILDING): FACILITY MANAGEMENT REF NO: 2019/115 (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Cape Town Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (T/N/S Streams) in Buildings or related with relevant experience or N3 and a passed trade test in the built environment field with extensive relevant experience. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance system. A valid driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills, Self-management, Report writing skills. Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard 62 construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with subordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Mr. C Solomons Tel No: 021 402 2062
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/102</u>	:	<u>CHIEF WORKS MANAGERS (MECHANICAL): FACILITY MANAGEMENT REF NO: 2019/116 (X3 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Three year tertiary qualification (T/N/S Streams) in Mechanical engineering with relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation with extensive relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.
<u>DUTIES</u>	:	Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate

		installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with subordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Mr. Rameez Majal Tel No: 021 402 2300
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/103</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL: FACILITY MANAGEMENT REF NO: 2019/117 (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Electrical Engineering discipline with relevant extensive technical experience, N6 with extensive experience or successfully completed trade test. Wire man license will be an additional advance. Ability to plan, organize and manage resources. A valid driver's license. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Stanley Olckers Tel No: 021 402 2030
<u>APPLICATIONS</u>	:	Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<u>FOR ATTENTION</u>	:	Ms N Mtsulwana
<u>POST 18/104</u>	:	<u>SENIOR COMMUNICATIONS OFFICER COMPONENT COMMUNICATION AND MARKETING REF NO: 2019/118</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Marketing, Communication, Public Relations, Journalism Events Management or equivalent and /or relevant experience in the field. Computer literacy; good written and verbal communication skills, driver's license is highly recommended. Knowledge in Marketing and Communication, Supply chain management, Knowledge of Government Communication process, Branding management, Branding Principles. Skills: Organizing and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel.
<u>DUTIES</u>	:	Liaise and promote relations with relevant stakeholders regarding communication services. Assist with the development, monitoring and evaluation of projects. Support the implementation of marketing activities. Ensure that implemented

		project meet required standard. Compile reports and budget inputs for communication projects. Plan and coordinate participation of DPW events, Assist with Branding during the event, Identify and participate in Exhibitions. Production of branded, promotional/marketing collaterals.
<u>ENQUIRIES</u>	:	Ms Lindie Nemavhidi Tel No: (012) 406 1838
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 18/105</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2019/119</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting or equivalent qualification preferably in Property Finance Administration, Knowledge of PFMA and other property-related legislation, Appropriate experience in property industry, Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary.
<u>DUTIES</u>	:	Responsible for payment of legitimate municipal services, rates and taxes to Municipalities/creditors timeously on a monthly/yearly basis. Ensure that all batches prepared comply with related prescripts, delegation and procedures. Liaise with Local authorities/landlords and clients regarding payments and resolution of queries. Assist in resolution of queries, implementation of internal controls and measures. Verify and manage information on PIMS System, Ensure that PIMS supplier numbers are correctly linked with SAGE (in conjunction with Utilization Contract Administration), Monthly reconciliation of payments to invoices and record cards. Comply with the requirements of the PFMA.
<u>ENQUIRIES</u>	:	Mr L. Funde Tel No: 041 408 2000 ext. 2017
<u>APPLICATIONS</u>	:	Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark
<u>POST 18/106</u>	:	<u>ADMINISTRATION OFFICER: BID ADMINISTRATION UNIT REF NO: 2019/120 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics, Accounting/ Auditing / Finance or Administration With relevant working experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Prescripts on CIDB and understanding of advertising process. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, negotiation skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.
<u>DUTIES</u>	:	Support the administration and smooth functioning of ALL Bid Committees and related processes and systems, Perform secretariat services at the Bid Adjudication Committees, Receive and record requisitions from Users, Capture and maintain requisition register, Coordinate and collate Line functions and Regional inputs for Procurement plans, Update commodity list on the master database, Provide documents and information for Specification Committees, Capture draft procurement strategies for approval, Compile generic bid documents for approved generic specification, Administer submissions for approval of procurement methods, General admin support for Bid Administration Unit, Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance report, Collate data; prepare reports and presentations for management use, Coordinate Internal and External Audit engagement processes,

steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Demand: Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objective, Ensure that procurement source documents verified, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, Ensure timeous reporting to Treasury and Auditor General (AG), Monitor BBBEE spending in terms of the Department's targets, , Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES : Ms. S Naidoo Tel No: (041) 408 2322
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark

POST 18/107 : **SENIOR ADMIN CLERK ACQUISITIONS REF NO: 2019/121**

SALARY : R173 073 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification with relevant experience coupled with good written and verbal communication skills. Computer literacy in (MS Word and Excel) and telephone etiquette is essential for this position. Ability to work under pressure.

DUTIES : The incumbent will manage and execute liaison functions in the office the Head of Acquisitions and Leasing. Manage and maintain the office related duties, schedule of appointments, meetings, travel arrangements etc. Manage incoming and outgoing mail correspondence in the office. Perform general secretarial duties. Assist in the compilation and maintenance of sectional budget. Monitor leave register of the section, and all other registers relevant to the operations of the section.

ENQUIRIES : Ms. S Minnie Tel No: (041) 4082067
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark

POST 18/108 : **MESSENGER: WORKSHOP REF NO: 2019/122 (X1 POST)**

SALARY : R122 595 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 12 certificate and relevant experience messenger. A valid driver's license. PDP will be an added advantage. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : The successful candidate will be responsible for Collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from the Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Departments /external clients and receive signatures from recipients. Ensure all mails/documents/parcels are collected from Registry as per schedule. It will be expected of the incumbent to do lots of walking. The incumbent should be reliable, self-discipline, sober at all times, must have sense of ownership. Attend to admin duties as requested by the supervisor.

ENQUIRIES : Mr. Dunga L Tel No: 021 402 2336 / Mr. Gazi M Tel No: 021 402 2185 / Mr.M Stephens Tel No: 021 402 2334

APPLICATIONS : Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms N Mtsulwana

<u>POST 18/109</u>	:	<u>CLEANER: FACILITIES MANAGEMENT REF NO: 2019/123</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Z. Nqana Tel No: (041) 408 2356
<u>APPLICATIONS</u>	:	Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark
<u>POST 18/110</u>	:	<u>GROUNDSMAN REF NO: 2019/124</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A junior certificate or abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.
<u>DUTIES</u>	:	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 fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.
<u>ENQUIRIES</u>	:	Mr S. Mda Tel No: (041) 408 2357
<u>APPLICATIONS</u>	:	Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark

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 : 07 June 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 licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only 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.

OTHER POSTS

POST 18/111 : **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2019/208**
Directorate: Rural Infrastructure Development

SALARY : R618 732 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Honours Degree in the Built Environment field of study. BTech Qualification (Built Environment field) with a minimum of 1 year experience. National Higher Diploma (Built Environment field) with a minimum of 18 months experience. National Diploma (Built Environment field) with a minimum of 2 years' experience. A qualification in Civil Engineering will be an added advantage. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Candidate Construction Project Manager. Job related knowledge: Project Management principles and methodologies, Legal compliance, Computer-aided engineering applications, Solutions orientated. Job related skills: Decision making, Analytical, Computer Literacy, planning and organising, Problem solving and analysis, Project Management, Research and development, Technical report writing, Computer-aided engineering, Networking, Solution-orientated, Creativity, Communication, Self-management, Customer focus and responsiveness, Interpersonal Relations, Team work. A valid driver's license.

DUTIES : Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor

		day-to-day operational aspects of a project and scope. Implement methods and enforce project standards to minimise risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain the Record Management System and the architectural library. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SM Tshabalala Tel No: (012) 337 3656
	:	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.
<u>NOTE</u>	:	Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 18/112</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2019/209</u> Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R618 732 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu-Natal (Vryheid District)
	:	Honours Degree in the Built Environment field of study. BTech Qualification (Built Environment field) with a minimum of 1 year experience. National Higher Diploma (Built Environment field) with a minimum of 18 months experience. National Diploma (Built Environment field) with a minimum of 2 years' experience. A qualification in Civil Engineering will be an added advantage. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Candidate Construction Project Manager. Job related knowledge: Project Management principles and methodologies, Legal compliance, Computer-aided engineering applications, Solutions orientated. Job related skills: Decision making, Analytical, Computer Literacy, planning and organising, Problem solving and analysis, Project Management, Research and development, Technical report writing, Computer-aided engineering, Networking, Solution-orientated, Creativity, Communication, Self-management, Customer focus and responsiveness, Interpersonal Relations, Team work. A valid driver's license.
<u>DUTIES</u>	:	Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day-to-day operational aspects of a project and scope. Implement methods and enforce project standards to minimise risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain the Record Management System and the architectural library. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Sikhosana Tel No: (033) 264 9500
	:	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, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 10 June 2019
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable from www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 18/113** : **DEPUTY DIRECTOR: MANUFACTURERS IMPORTERS AND BUILDERS REF NO: DOT/HRM/2019/17**
(Branch: Road Transport)
(Chief Directorate: Road Transport Regulation)
(Directorate: Compliance)
(Sub-directorate: Manufacturers Importers and Builders)
- SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized NQF level 6/7 Bachelors of Administration in Licensing Practice, Plus five year's relevant experience. Experience in monitoring and evaluation of manufacturers Importers and Builders (MIB) of motor vehicles and Abnormal Loads will be considered an added advantage. A valid unendorsed code B or EB driving license. The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act of 93 of 1996 and its Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Manufactures Importers and Builders and Abnormal Loads. Extensive knowledge of the role and duties of the Inspectorate for Manufactures Importers and Builders. Computer literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Proven office administration skills. Willingness to travel and work irregular hours. Management skills.
- DUTIES** : Manage and control staff by performing a supervisory and leadership role. Oversee the current function of inspectorate of MIBs. Performance of system audits. Identify required amendments and additions to the applicable legislation. Manage policies and procedures with regard to abnormal loads.
- ENQUIRIES** : Ms L S Botma Tel No: 012 309 3763

<u>POST 18/114</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL COORDINATION REF NO: DOT/HRM/2019/18</u> (Branch: COO) (Chief Directorate: International Relations) (Directorate: Multilateral Coordination)
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized NQF level 6 or 7 qualification in public Management / Political Science majoring in International Relations with 3 years relevant experience. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, Understanding of the importance of SADC, AU and South – South cooperation. Good verbal, written as well as negotiation and presentation skills.
<u>DUTIES</u>	:	Manage and coordinate all international engagements of the Department and its State Owned Entities (SOEs). Assist in coordinating the Departments participation at international Meeting/ Conferences/Joint Commissions/State Visits etc. Represent the department in multilateral forums e.g IMO and ICAO. Assist in providing professional protocol services and support during the hosting of international conferences. Compile reports and inform stakeholders on all international conferences. Compile reports and inform stakeholders on all international transport matters. Preparation of submissions outlining issues for discussion in consultation with line functions, agencies and other stakeholders. Advise the Director General/Minister on international transport issues and provide in depth analysis, strategic leadership and the Departments position on international transport matters. Assist with coordinating delegation arrangements for incoming and outgoing engagements. Assist in ensuring that all international agreements are drafted within the required international standards and comply with international law and South Africa's domestic law. Monitor the implementation of all multilateral international Agreements. Provide assistance in managing the sub-directorate.
<u>ENQUIRIES</u>	:	Mr B Kodisang Tel No: 012 309 3440
<u>POST 18/115</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL REGULATORY & MUNICIPAL REGULATORY ENTITIES REF NO: DOT/HRM/2019/19</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulator) (Sub-Directorate: Provincial Regulatory & Municipal Regulatory Entities)
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized NQF level 6/7 qualification in Transport Management, Public Management (Public Administration) or Transport Planning plus 3 years relevant experience in the Public Operating License environment. Experience in stakeholder management and understanding of the Provincial Regulatory Entities (PREs) will be beneficial. Good interpersonal skills, communication and coordination skills; Computer literacy (Ms Word, Power Point, Excel etc) Report writing; Presentation skills; Organising and management abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and Supporting regulations; Knowledge of the National Land Transport Information System (NLTIS); Good track record in project management; Have a valid driver's license and be willing to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Provide support and assistance to Provinces and Municipalities through liaising, coordination and other process-associated establishment of Provincial Regulatory Entities (PRE) and Municipal Regulatory Entities (MRE). Monitor the effectiveness of systems and procedures designed to deal with smooth running of processes dealing with outstanding permits. Monitor the impact of the National Land Transport Information System's (NLTIS) effect on processing and issuing of Operating Licenses (OL's). Liaise with critical stakeholders and maintain communication. Represent the department in various committees, provide regular

		feedback reports from stakeholder meetings and recommend action tasks emanating from such meetings. Provide assistance to facilitate the conversion of permits and other matters relating to operating licenses.
<u>ENQUIRIES</u>	:	Mr P Kolotsi Tel No: 012 309 3024
<u>POST 18/116</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2019/21</u> (Branch: Public Transport) (Chief Directorate: Public Transport Regulation) (Directorate: National Public Transport Regulation Support) (Sub-Directorate: Institutional Support)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10) Pretoria A recognized NQF level 6/7 in Public Administration, Business Administration, Transport Management or Project Management, coupled with five years' relevant experience within the Operating License environment. Experience in stakeholder management. The following key competencies are essential: Good understanding of how the machinery of government; including the linkages between the spheres of government; Good interpersonal skills, communication and coordination and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organizing abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and supporting regulation; Knowledge of the National Land Transport Information System (NLTIS); National Archives Acts and Supporting Regulations; Good track record in project management; Have valid driver's license and be willing to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Supervise the receiving and processing of applications for tourist transport and interprovincial operating licenses. Periodically review and update application forms as required by legislation. Facilitate the publication of notices in the government gazette. Supervise the upliftment of operating licenses. Supervise the process of receiving and checking tourist's accreditation application forms for completeness. Provide support measures for the implementation of the NLTA with regard to accreditation of tourist transport services. Supervise verification process with the NPTR inspectors. Supervise the issuing of accreditation certificate, receipts, face value documents and application forms. Prepare briefs for the Transport Appeal Tribunals where appeals are lodged against the NPTR decision. Provide support and assistance to individual performance to be aligned with strategic objectives of the Unit. Monitor the use of OLAS by all NPTR users and report the abuse of the system to relevant authorities. Supervise the sub directorate.
<u>ENQUIRIES</u>	:	Ms R Nchabeleng Tel No: 012 309 3237
<u>POST 18/117</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND STRATEGY REF NO: DOT/HRM/2019/20</u> (Branch: Administration (Chief Operating Officer)) (Chief Directorate: Human Resource Management and Development) (Directorate: Human Resource Management and Administration) This post is being re-advertised and candidates who applied previously don't have to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria An appropriate National Diploma / Degree in Human Resource Management or Public Management / Administration majoring in Human Resource Management at NQF Level 6 / 7 as recognised by SAQA plus three – five (3 – 5) years' relevant experience in HR Planning. Note: The following will serve as a Strong recommendation: Relevant experience in Human Resource Planning environment; Knowledge of Public Service prescripts; Ability to interpret and apply all applicable regulatory prescripts; Experience in research, policy and strategy development; Planning, Coordinating and Organising skills; Good communication and interpersonal skills; Project and analytical skills; Report writing skill; Presentation skills; Computer literacy; Ability to work under pressure and meet deadlines.

<u>DUTIES</u>	:	Participate in the development, implementation, monitoring and maintaining of a Departmental HR plan in line with DPSA's prescripts; Participate in the Development and implementation of effective HR strategies and policies in line with prescripts and best practices. Assist in the development and maintaining an effective retention strategy. Assist with the development and maintaining of the Delegation of Authority documents in line with relevant prescripts, Assist with the development, implementation and monitoring of Employment Equity Act in the Department, Participate in the conducting of research and development on HRP matters and in advising management accordingly, Assist in maintaining and updating of manual and electronic HR policy database, distribute to staff and place policies on the Intranet, Compile and maintain statistics and respond to audit queries, internal and external reporting. Arrange information sessions, provide training and technical support on the sub-directorate's mandate and participate in orientation sessions. Participate in providing a vision, setting the direction for the sub- directorate and in inspiring others to plan, Assist in execution, delivering and reporting on the organizational mandate, Assist in managing and encouraging staff to optimise their outputs and in effectively managing relationships in order to achieve organizational goals. Assist in ensuring that there is compliance on all HR related matters in the Department, Assist in providing an HR advisory support and information service for the Department, Assist in serving on Departmental Committees as delegated, Assist in managing resources under the Sub-directorate and providing budget inputs for projects.
<u>ENQUIRIES</u>	:	Ms M Ngwasheng Tel No: (012) 309 3724
<u>POST 18/118</u>	:	<u>ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: DOT/HRM/2019/22</u> (Branch: Office of the Director General) (Chief Directorate: Internal Audit and Forensic Investigations) (Directorate: Forensic Investigations) (Sub-directorate: Fraud Prevention) This post was previously advertised in the Public Service Vacancy Circular 10 of 2019 and candidates who previously applied need not re-apply again as their applications will still be considered.
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized NQF 6/7 in forensic Investigation/Law/Forensic Audit/Internal Auditing plus a minimum of 3 years relevant experience. Certified Fraud Examiner (CFE) will serve as an added advantage. Must have driver's licenses. Must be prepared to travel. Must have worked in a team, which involved supervisory responsibilities. Must have an extensive knowledge of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct. Proficiency in presentation and facilitation skills. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.
<u>DUTIES</u>	:	Facilitate Advocacy through awareness/education programmes on Anti-Corruption. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Review sources of fraud risks and identify high profile areas. Update the fraud risk register. Provide input in drafting and managing annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Review fraud triangle and advise management on fraud health profile of the department. Liaise with internal stakeholders on issues of anti-corruption. Regularly report to relevant oversight structures. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Ms Samu Buthelezi Tel No: 012 309 3672.

DEPARTMENT OF WATER AND SANITATION**CLOSING DATE**
NOTE

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

MANAGEMENT ECHELON**POST 18/119**

- : **DIRECTOR: WATER SECTOR SUPPORT REF NO: 070619/01**
Branch: Chief Operations Office Limpopo
CD: Water Sector Support

SALARY
CENTRE
REQUIREMENTS

- : R1 005 063 per annum (Level 13) (all inclusive salary)
- : Polokwane
- : A Bachelors Degree (NQF level 7) qualification in Natural Science, Social Science or equivalent. Five (5) years' experience at middle/senior managerial level. Experience in Water Resource Management environment. Knowledge and experience in business and management principles. Knowledge and experience in strategic planning, resource allocation and human resource management. Knowledge and application of the Public Service Act, Regulations and Public Finance Management Act. Practical knowledge and experience in Project Management. Strategic capability in leadership, financial management, change management, and knowledge management skills. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES

- : Provide strategic leadership and business planning for the Directorate. Promote a culture of innovation and performance. Advice top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the section. Facilitate the rendering of support to institutions. Oversee the implementation of capacity building and skills development in the sector. Ensure the promotion of Department sector support strategy. Rendering of technical support services. Participate, coordinate and provide guidance on service delivery interventions. Monitoring of the implementation of the free basic service interventions. Promotion of inter-governmental relations. Oversee and ensure the promotion of all inter-governmental relations and IRG forums. Coordinate the attendance and representation to the provincial meetings (Provincial Coordinating Forum, district Forum, Municipal Forum). Effective planning and support of the Water Sector. Provide guidance and advice on operations and maintenance within the water sector. Effective monitoring and evaluation of the water sector. Monitor that national targets are met. Support the implementation of sanitation services.

ENQUIRIES
APPLICATIONS

Provide strategic support to Sanitation programmes. Monitor the progress of strategic and operational purpose sanitation implementation. Facilitate the review of sanitation implementation guidelines, procedure manuals and handbook.

: Mrs LT Kobe Tel No: 015 290 1215
: Polokwane: For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION
NOTE

: Ms LI Mabole
: Persons with disabilities, Females, Coloured Males, Black males, Whites Males, and Indian Males are encouraged to apply.

OTHER POSTS

POST 18/120

: **REGIONAL DEPUTY DIRECTOR: WATER SUPPLY REF NO: 070619/02**
Branch: Infrastructure Development and Maintenance

SALARY
CENTRE
REQUIREMENTS

: R869 007 per annum (Level 12) (all inclusive salary)
: King William's Town
: A Bachelor's Degree in Water Resources, Built Environment and a Project Management qualification. Three (3) to five (5) year's supervisory experience in Water Sector or Built Environment. A valid driver's license (Certified copy must be attached). Experience in administration of Government Grant funding will be an added advantage. Knowledge of relevant legislation within the Water Sector. Possess a general understanding of contract administration, business principles and business law. Possess a broad understanding of each engineering discipline. Effective management and leadership skills. Experience of Policy and Strategy Development. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act. (PFMA). Effective computer skills: Microsoft Office Software, Lotus Notes and other company discipline specific software applications. Conceptual and analytical thinking skills. Project and Programme Management abilities, decision-making and problem solving skills. A dynamic and innovative personality with an average level of strategy facilitation, negotiation, presentation and public speaking skills, as well as the capacity to influence/ interact with key stakeholders within Water Sector. An understanding of the business and budget planning framework of the RSA government, including the understanding of the relevant public service prescripts.

DUTIES

: Overall coordination of all compliance reporting for the grant funded programmes (WSIG and RBIG) in the Eastern Cape Region. Management of personnel and budget in the Sub-Directorates. Promote good governance through responses to referrals, ministerial enquiries and follow up on complaints to ensure remedy on water services outages due to operations and maintenance inadequacies. Fast-track integrated Regional Bulk planning and implementation processes to ensure that implementation targets are met. Confirm governance and intergovernmental structures for service delivery in the Region. Define and determine the roles and responsibilities of the different Water Sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure Project Implementation and Financial Management. Ensure Finalisation of project readiness studies (Projects ready for implementation, priority projects not ready for implementation, future project nomination programmes). Coordinate project specific feasibility studies. Ensure compliance with the Division of Revenue Act in relation to Water Services Grants and other applicable legislation. Ensure provision of water services infrastructure of acceptable quantity and quality through RBIG and WSIG.

ENQUIRIES
APPLICATIONS

: Ms. N Msebi Tel No: 043 604 5413
: King William's Town: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William's Town 5600.

FOR ATTENTION

: Ms T Solwandle Tel No: 043 604 5476

<u>POST 18/121</u>	:	<u>DEPUTY DIRECTOR: MULTI-LATERAL RELATIONS REF NO: 070619/03</u> Branch: International Water Cooperation
<u>SALARY</u>	:	R869 007 per annum (Level 12) (all inclusive salary)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in International Relations Water/Management/ Political Science/ Public Administration. Six (6) years' management experience in Multilateral Relations/Management/Political Science/ International Relations/ exposure water sector. Experience in managing strategic partnerships and stakeholders at Africa multilateral forums and Water Sector related forums. Experience in programme and project management. Strategic capability and leadership skills, Financial Management, Knowledge Management and change management skills. People management and empowerment skills. Client orientation and customer focus. Good communication skills both verbal and written.
<u>DUTIES</u>	:	The coordination of Department of Water and Sanitation involvement in Water Sector related initiatives in SADC, AU, NEPAD and AMCOW. Formulate Strategic plan for the Directorate. Complement the Directorate's business plan. Represent the department at SADC, AU, NEPAD and AMCOW meetings on water sector related initiatives. The assurance of DWA's participation in ANBO, FOCAC, AU, NEPAD, AMCOW and G8-Africa forum. Formulate strategy and quarterly action plan. Participate in knowledge sharing and information exchange Commissions, Committees, Summits and conferences related to multilateral water sector. Provide guidance and leadership to technical teams on Africa Multilaterals. The participation in relevant Africa multilateral Water sector forums. Internalize outcomes in the department. Report to EXCO and Minister. Engage stakeholders within Africa multilaterals water sector with a view to advance South Africa's position and interests within the Africa Multilaterals platforms. Conduct research and report findings and recommendations that advance the objectives of the Department. Gather relevant information for research purposes. Inform managers on how to employ new technologies on the water programmes.
<u>ENQUIRIES</u>	:	Mr T Malakwane Tel No: 012 336 7977
<u>APPLICATIONS</u>	:	Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabile
<u>NOTE</u>	:	Persons with disabilities and Females are encouraged to apply
<u>POST 18/122</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 070619/04 (X2 POSTS)</u> Branch: Chief Operations Office KZN
<u>SALARY</u>	:	R402 045 per annum (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant Honours Degree in Environmental studies or related field. Practical experience in the field of Water Quality Management will be an added advantage. A valid driver's license (certified copy must be attached). Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills.
<u>DUTIES</u>	:	Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.
<u>ENQUIRIES</u>	:	Mr SNP Buthelezi Tel No: (031) 336 2700

<u>APPLICATIONS</u>	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 18/123</u>	:	<u>SENIOR HEALTH AND SAFETY OFFICER REF NO: 070619/05</u> Branch: IBOM Central Operation
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Occupational Health and Safety. Three (3) to Five (5) years' experience in Occupational Health and Safety Environment. Strategic and operational plan in Health and Safety management. Policy implementation. Principles in monitoring and evaluation. Knowledge and experience of research procedures and techniques. A valid driver's license (certified copy must be attached) will serve as an advantage and willingness to travel Disciplinary knowledge of Public Administration. Knowledge of design principles, techniques and tools. Knowledge and experience in the writing process reviewing and proofreading. Basic knowledge and understanding of Government legislations governing the Public Service. Computer literacy, in Microsoft Office (i.e Outlook, Excel, PowerPoint and MS Word). Good communication skills both verbal, written and report writing skills. Analytical and problem solving skills. Accountability and ethical conduct. People and diversity management.
<u>DUTIES</u>	:	Implement Health and Safety Legislation and Regulations. Increase Health and Safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at the work place. Conduct safety inspections. Assist in Institutional business planning support, appraisal and monitoring. Liaise with the fire Department regarding emergency procedures. Assist with the promotion of Health and Safety programmes. Ensure occupational Health and Safety rules are observed. Communicate effectively with stakeholders in the sector about the functions of the section. Assist in basic Occupational Health and Safety policy implementation. Assist in the development of appropriate maintenance procedures through Best Practices. Manage all admin functions within the section. Assist the organisation and facilitation of workshop to create awareness on policies and guidelines. Ensure safety files on site for contractors are correct and up to date. Conduct safety site briefings with employees and contractors. Attend OHS meeting. Coordinate training of personnel in areas of safety including first aid. Facilitate training to all employees, managers and contractors in the office regarding health and safety. Conduct risk assessment for the operations of the office and projects and sites. Assist in ensuring that risks are mitigated. Execute internal safety audits and inspections. Ensure that HRD policies are applied for all staff members within the section. Distribution of emergency procedures and fire safety programmes. Ensure equipment is available to ensure safe environment during emergency. Administer HRM, HRD and EE planning reports and submissions. Manage all admin functions within the section. Provide logistical support.
<u>ENQUIRIES</u>	:	Mr HS Van Der Westhuizen Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M Maloka
<u>POST 18/124</u>	:	<u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: 070619/06 (X3 POSTS)</u> Branch: Finance Main Account Movable Assets / Leased Assets
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Accounting / Financial Management / Supply Chain Management/Logistics/Purchasing Management, or equivalent qualification. A minimum of three to five years' experience at a level of Provisioning Administrative Officer in Asset Management environment. Knowledge of the

		PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) & LOGIS/SAP. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.
<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal and external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
<u>ENQUIRIES</u>	:	Ms A Woko Tel No: 012 336 8982
<u>APPLICATIONS</u>	:	Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabole
<u>POST 18/125</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 070619/07</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Financial Management with Accounting as a subject. Two (2) to Three (3) year's relevant financial experience. A valid driver's license (Certified copy must attached). Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on the SAP system. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills.
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state fund. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirement. Assist in compilation of Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing on SAP, perform budget control such as cash flow, IYM and provide inputs in the Regional Business Plan. Manage adjustments for the budget process. Prevent misallocation and misclassification of expenditure. Financially responsible for all earmarked funding including compiling cashflow, accruals and commitments. Supervise and evaluate personnel.
<u>ENQUIRIES</u>	:	Ms AB Ngcebetsa Tel No: 043 7010376

<u>APPLICATIONS</u>	:	East London: Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the No. 2 Hargreaves Avenue, King William's Town 5600.
<u>FOR ATTENTION</u>	:	Ms T Solwandle Tel No: 043 604 5476
<u>POST 18/126</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: 070619/08</u> Branch: Chief Operations Office Northern Cape DIV: Proto CMA: Lower Orange Water Management Area
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Upington
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years' experience in financial matters. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. A valid driver's license (certified copy must be attached). Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working experience in working with spatial data.
<u>DUTIES</u>	:	Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.
<u>ENQUIRIES</u>	:	Mr Steven Shibambu (Upington) Tel No: 054 338 5800
<u>APPLICATIONS</u>	:	Upington: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington.
<u>FOR ATTENTION</u>	:	Mr TT Sithole
<u>POST 18/127</u>	:	<u>PERSONAL ASSISTANT REF NO: 070619/09</u> CD: Transformation Policy Coordination
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years' experience in rendering support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills inclusive of document tracking, storage and retrieval system. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide personal assistance, including a secretarial support service to the Chief Director. Render administrative support services. Manages the dairy and provide support to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget of the office. Operate and ensure that office equipment, e.g. computer systems and photocopiers are in good working order. Ability to perform advanced typing. Utilise discretion to decide whether to accept, decline or refer requests. Compile schedules for appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine

		submissions, reports and make notes for the Managers recommendations. Draft documents as required. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Coordinate logistical arrangements for meetings/travelling required and processing of Subsistence and Travel claims for the Manager. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts, policies and procedures.
<u>ENQUIRIES</u>	:	Ms Sanikie Tlou at Tel 012 336 6563 or Ms Lihle Khwela at 012 336 7732
<u>APPLICATIONS</u>	:	Head Office Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. LI Mabile
<u>NOTE</u>	:	Persons with disabilities, Females, Coloured Males, and Indian Males are encouraged to apply.
<u>POST 18/128</u>	:	<u>DEVELOPMENT EXPERT REF NO 070619/17 (X2 POSTS)</u> Branch: Operational Integration Durban
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Sciences environment or equivalent. One (1) to (2) two years experience in a Water Sector environment. A valid driver's license (A certified copy must be attached). Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Understanding of Public Finance Management Act (PFMA). Knowledge and understanding of Education and Training quality assurance processes and procedures. Acquaintance with equal opportunities and affirmative action guidelines and laws. Knowledge and understanding of administrative and clerical procedures and systems. Good interpretation of departmental policies and procedures. Understanding of governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good knowledge of Integrated Water Sector matters. Problem solving and analytical skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Willingness to travel extensively, work irregular hours, and is proficient in English. Understanding of IsiZulu will be an added advantage. Presentation, research, time management and project management skills.
<u>DUTIES</u>	:	Assist with the coordination of activities of the Water Sector through existing sector partners. Maintain conceptualise and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP). Assist with conducting research on recent technology that can be applied. Self-motivation, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The ability to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.
<u>ENQUIRIES</u>	:	Mr NA Mkhize Tel No: (031) 336 2700
<u>APPLICATIONS</u>	:	Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box

		1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 18/129</u>	:	<u>SENIOR WATER CONTROL OFFICER REF NO: 070619/10</u> Branch: IBOM Central Operation
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Vaalharts
<u>REQUIREMENTS</u>	:	A National Senior Certificate. Mathematical Literacy will serve as an advantage. Internal water control courses will be added as an advantage. One (1) to (3) three years experience in water control related functions. Knowledge and experience in controlling and managing the water distribution for all Government Water works within the area office's jurisdiction. Knowledge of policy implementation. Understanding of monitoring and evaluation principles. Knowledge in managing human resources. Knowledge and understanding in Occupational Health and Safety procedures. Knowledge in water utilisation and water resource strategy. Knowledge of flood control. Understanding of government legislation.
<u>DUTIES</u>	:	Responsible for using GPS, maps and satellite images. Identify and investigate possible unlawful water works in respective areas. Monitor and control water abstraction in the area. Undertake inspections of dams in accordance with dam safety legislation. Assist with water registration and issuing of water licenses. Support water utilisation and water resource strategy. Initiate conflict resolution strategies. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks in the Water Control Division office at Bloemfontein Dam. The officer will travel extensively in the execution of their duties.
<u>ENQUIRIES</u>	:	Mr S Van Der Westhuizen Tel No: 051 405 9000
<u>APPLICATIONS</u>	:	Vaalharts: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operations, Private Bag X528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M Maloka
<u>POST 18/130</u>	:	<u>SENIOR WATER CONTROL OFFICER REF NO: 070619/11</u> Branch: Chief Operations Office Northern Cape DIV: Proto CMA: Lower Orange Water Management Area
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Upington: Lower Orange WMA
<u>REQUIREMENTS</u>	:	A National Senior Certificate. Mathematical Literacy will serve as an advantage. Internal water control courses will be added as an advantage. One (1) to (3) three years experience in water control related functions. Knowledge and experience in controlling and managing the water distribution for all Government Water works within the area office's jurisdiction. Knowledge of policy implementation. Understanding of monitoring and evaluation principles. Knowledge in managing human resources. Knowledge and understanding in Occupational Health and Safety procedures. Knowledge in water utilisation and water resource strategy. Knowledge of flood control. Understanding of government legislation.
<u>DUTIES</u>	:	Control and monitor the release and distribution of water. Operate and administer water distribution for the component. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Compiling the monthly dam and evaporation returns. Taking of water samples for water quality purposes. Apply health and safety regulations to the schemes. Implement policies and regulation on safety. Control and manage health and safety aspects within the component. Monitoring of water abstraction from the resources. Investigation of water users and report illegal abstraction to CME. Perform routine inspections and compile reports.
<u>ENQUIRIES</u>	:	Mr Steven Shibambu (Upington) Tel No: 054 338 5800
<u>APPLICATIONS</u>	:	Upington Lower Orange WMA: Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington.
<u>FOR ATTENTION</u>	:	Mr TT Sithole

<u>POST 18/131</u>	:	<u>FINANCE CLERK REF NO 070619/12 (X2 POSTS)</u> Branch: IBOM Central Operation
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Senior Certificate or equivalent qualification. Mathematical Literacy/Accounting as a subject will serve as an advantage. One (1) to (2) two years experience in Finance will serve as an added advantage. A valid Driver's license (certified copy must be attached) will serve as an added advantage. Willingness to travel. Ability to work in a team. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (PFMA). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Computer literacy in Microsoft Office (Outlook, Excel, Powerpoint, MS Word). Problem solving and analytical skills. Good verbal and written communication skills and report writing skills. Planning and organising skills.
<u>DUTIES</u>	:	Handling of various Financial Management functions. Follow-up on outstanding water user's accounts, telephonically and through written communication. Prepare debtors reconciliation. Print customer invoices and statements. Clear suspense accounts. Compile monthly reports. Assist with billing. Schedule appointments with clients. Deal with account queries, walk-ins via telephone and email. Request and receive customer meter readings. Capture meter readings and upload on files. Assist with any other duties as given by the Senior State Accountant. Assist in the receipt management division.
<u>ENQUIRIES</u>	:	Mr P Matsau Tel No: 051 405 9000
<u>APPLICATIONS</u>	:	Bloemfontein: Please forward your applications to the Department of Water and Sanitation, NWRI Central Operation, Private Bag X528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M Maloka
<u>POST 18/132</u>	:	<u>HUMAN RESOURCES CLERK (PRODUCTION) REF NO: 070619/13</u> Branch: IBOM Central Operation
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Senior Certificate or equivalent qualification. One (1) to (2) two years experience in Human Resource will serve as an added advantage. Knowledge of Human Resources functions as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Knowledge of registry duties. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Flexibility and team work. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Computer literacy. Planning and organising. Good communication skills both verbal and written.
<u>DUTIES</u>	:	Handling of Recruitment and Selection processes which includes serving as a secretariat during shortlisting and interviews. Handling of Human Resource functions which include transfers, verification of qualifications, absorptions, and probationary periods. Implementation of conditions of service which include terminations, pension administration, long service recognitions, housing, leave administration, leave audits, medical aid, injury on duty, overtime, relocation, pillar and allowances. Implementation of PMDS on Persal. Ad Hoc duties will be required from time to time. Maintain HR registers and filing system of HR personnel.
<u>ENQUIRIES</u>	:	Ms N Maloka Tel No: 051 405 9000
<u>APPLICATIONS</u>	:	Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M Maloka

<u>POST 18/133</u>	:	<u>ADMINISTRATION CLERK REF NO: 070619/14</u> Branch: Chief Operations Office Dir: Operational Support
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification. Working experience will be an added advantage. Knowledge of water sector skills development clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of skills development and capacity building prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct.
<u>DUTIES</u>	:	Render general water sector skills development clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms KG Mathiba Tel No: 012 336 6875
<u>APPLICATIONS</u>	:	Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms LI Mabole
<u>NOTE</u>	:	This post is earmarked for persons with a disability.
<u>POST 18/134</u>	:	<u>TRADESMAN AID III REF NO: 070619/15</u> Branch: IBOM
<u>SALARY</u>	:	R122 595 per annum (Level 03)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	A Grade 10 certificate with 2 years experience in a relevant or similar field. Must have good technical problem solving abilities. Basic knowledge of Survey will be a recommendation. Ability to swim will serve as an added advantage. A Valid Driver's License (certified copy must be attached) will serve as an added advantage.
<u>DUTIES</u>	:	Assist Technicians and Surveyors in performing survey services, which include the following: Building and painting of beacons assist with leveling, taking spot shots with ranging rod and prism at specific positions as shown by technicians, clearing the area to be surveyed by cutting grass, reeds and chopping down trees. Driving and boat handling. Maintenance of boats, trailers and general equipment. Check if lights are working and take necessary steps by replacing the faulty parts. Maintaining of survey equipment and also perform inspection after returning from task. Loading and unloading of equipment on boats and from vehicles. Clean boats, equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Technician. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.
<u>ENQUIRIES</u>	:	Mr HFM Lodewyk Tel No: (041 508 9769)
<u>APPLICATIONS</u>	:	Port Elizabeth: Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
<u>FOR ATTENTION</u>	:	Mr S Madyungu
<u>NOTE</u>	:	Persons with disabilities, Females, White Males and Females, Indian Males and Females are encouraged to apply.

<u>POST 18/135</u>	:	<u>GENERAL WORKER REF NO: 070619/16</u> Branch: IBOM Central Operation
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Bloemfontein (Vaalharts)
<u>REQUIREMENTS</u>	:	ABET certificate (Must be able to read and write). One (1) to (2) two years experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge in plumbing, bricklaying, carpentry and construction. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and trimming processes and techniques. Basic knowledge of chemical use (dilution mix) and chemical products. Daily maintenance procedures for efficient machine / equipment performance. Supporting of water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of government legislation. Good interpersonal and communication skill. Must be self-motivated and willing to work. Work under supervision, independently and in a team. Work overtime when necessarily.
<u>DUTIES</u>	:	Perform routine relating to the maintenance of the structures and construction work. Move and load heavy equipment on government water scheme. Do maintenance in the garden and other structures e.g. Dam wall, cutting grass, trimming trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults.
<u>ENQUIRIES</u>	:	Mr S Van Der Westhuizen Tel No: 051 405 9000
<u>APPLICATIONS</u>	:	Vaalharts: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M Maloka

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, hand delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION : Mr Vusumzi Booysen / Mnikelo Mbangi

CLOSING DATE : 07 June 2019

MANAGEMENT ECHELON

POST 18/136 : **DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: OTP 01/05/2019**

SALARY : R1 005 063 – R1 183 932 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : An NQF level 7 Degree in Social Sciences or Public Administration as recognized by SAQA with Minimum 5 years experience at a middle managerial level in public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness. A valid driver's license.

DUTIES : Manage the development, implementation and review of provincial Intergovernmental Relations Strategy, Policies and Programmes: Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. e.g Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordination Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as; sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and

management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to lay down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

OTHER POSTS

POST 18/137 : **SENIOR STATE LAW ADVISOR – LP 9 REF NO: OTP 17/05/2019**

SALARY : R983 019 per annum (OSD)
CENTRE : Bhisho
REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and constitutional Development), A minimum 8 years' appropriate post qualification legal advisory / legal drafting experience. Admission as an Attorney or Advocate. Skills and Competencies: Legal research and drafting. Legislative drafting. Strategic capability and leadership. Advocacy and communication (written and verbal). Problem solving and decision making. Computer literacy. Planning and organising. Analytical reporting and report writing. Information and knowledge management. Financial management. Programme and project management. Change management.

DUTIES : Review existing legislation: Research Constitutional Court judgements which have an impact on legislation. Analysis of legislation to determine its relevance. Conduct research on legislation to ensure that provincial legislation is aligned with concurrent national legislation and complies with the Constitution. Make recommendations to either repeal or amend the legislation based on the analysis done. Support departments in the development of white papers: Scrutinize proposed white papers to assess legality and constitutionality thereof. Support departments in drafting of legislation: Conduct research based on instructions received. Draft legislation (primary and subordinate) for provincial departments. Provide input on draft Bills. Support client departments in consultations on proposed Bills. Support client departments through the Executive Council processes for approval of Bills. Assist with translation of Bills. Prepare the necessary documents for the submission of Bills in the legislature. Assist with the preparation for portfolio committee meetings. Support the legislature in public hearings on Bills. Scrutinise draft regulations from departments. Provide legal advice: Conduct legal research. Prepare legal opinions on legal question asked. Manage Area of Responsibility, assist with the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

ENQUIRIES : can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

POST 18/138 : **STATE LAW ADVISOR: LITIGATION – LP 7-8 REF NO: OTP 15/05/2019**

SALARY : R763 212 per annum (OSD)
CENTRE : Bhisho
REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and Constitutional Development) At least 5 years' appropriate post qualification drafting/ litigation/ advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal

<u>DUTIES</u>	:	prescripts to enable the management of litigation and arbitration processes. Conduct legal research on cases to obtain a desirable or justifiable outcome/result. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising departments herein accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Participate and facilitate Deputy Information Officers' forum. Build legal capacity within OTP and the greater Eastern Cape Province: Conduct workshops on identified risk areas. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and drafting new case law and legislation impacting on the public service. Provide litigation and approved interventions: Provide litigation by and against the provincial government. Investigate litigious matters and advise departments on the merits and further conduct of the matter. Advise on labour appeals, disciplinary charges and processes in general. Facilitate external arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department. Provide advice and legal opinions on legal matters: Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by relevant departments. Conduct follow-ups with departments to ensure compliance with court orders, thereby preventing contempt of court proceedings against departments.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/139</u>	:	<u>STATE LAW ADVISOR: LEGISLATION – LP 7- 8 REF NO: OTP 16/05/2019</u>
<u>SALARY</u>	:	R763 212 per annum (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	LLB (or as otherwise determined by the Minister of Justice and Constitutional Development) At least 5 years' appropriate post qualification drafting/ litigation/ advisory experience. Admission as an Attorney or Advocate. A candidate must be able to: Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result. Draft legal documents that provide clear motivation/ justification for a particular position. Analyse legislation and make proposals thereon. Understand public service prescripts. Manage disciplinary processes.
<u>DUTIES</u>	:	Assist with the reviewing of existing legislation: Conduct the desktop analysis of relevant legislation. Research Constitutional Court judgements which have an impact on legislation. Conduct research on legislation to ensure that provincial legislation is aligned with concurrent national legislation and complies with the Constitution. Support departments in the development of white papers: Scrutinize proposed white papers to assess legality and constitutionality thereof. Support departments in drafting of legislation: Conduct research based on instructions received. Draft legislation (primary and subordinate) for departments. Analyze draft Bill together with a client departments. Supporting the legislature in public hearings on a Bill. Scrutinize draft regulations from departments. Assist with providing legal advice: Conduct legal research ongoing to assist with legal advice.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/140</u>	:	<u>DEPUTY DIRECTOR: EVALUATION REF NO: OTP 02/05/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification in Public Administration, Development Studies or any related field as recognised by SAQA with minimum of three years' experience at an Assistant Director level in Monitoring & Evaluation field. Knowledge of advanced strategy development, management and monitoring, knowledge of government planning cycle, advanced knowledge of the policies of government of the day. A valid driver's license.

<u>DUTIES</u>	:	Manage the Provincial Programme Evaluation Process (PEP): Develop and implement PEP. Submit the approved PEP to the Department of Planning, Monitoring and Evaluation (DPME). Guide and monitor the implementation of the PEP. Provide support to departments to establish Steering Committees and capacitate the Steering Committee Members. Guide departments on the development of Terms of Reference (TORs), inception reports, data collection tools and project plans for the programme being evaluated. Provide support in the implementation of MPAT in the province: Support departments on conducting the self-assessment to ensure that all departments meet the MPAT deadline. Support departments during challenge period. Provide support in populating the MPAT reporting template. Monitor the implementation of the improvement plans. Departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team /section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/141</u>	:	<u>DEPUTY DIRECTOR: STAKEHOLDER RELATIONS MANAGEMENT & SPECIAL PROJECTS REF NO: OTP 03/05/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification in Public Relations/ Communication/Public Administration as recognized by SAQA with Minimum 3 years of experience at an Assistant Director level in any related field of which 2 years of that experience must be in Intergovernmental environment. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Public Service Act, Public Service Regulations and Public Participation Framework. Skills in Applied Strategic Thinking, Computer Literacy, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organizing & Project Management. A valid driver's license.
<u>DUTIES</u>	:	Support the establishment and maintenance of sectoral relations and partnerships with civil society stakeholders: Manage the continuous updating of the provincial database that is inclusive of all Sectors at Provincial, District and Metropolitan levels. Develop and present a project plan for Sector stakeholder engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Manage the coordination of logistics, stakeholder mobilisations, invitations and consultations of sector stakeholders in preparation for the engagement sessions. Establish secretariat team to capture issues raised in the engagement session. Establish committees to render logistical support prior and during the execution of the sessions. Facilitate development of community mobilisation plan to ensure proper representation and meaningful participation. Consolidate on site reports on issues raised by civil society stakeholders during the engagement sessions for submission to the Director in preparation for the Provincial Management, Clusters, Executive Council (EXCO), Premiers Coordinating Forum (PCF), PCC and policy development review processes in order or them to find expression to the Programme of Action. Develop

presentations on partnership proposals for endorsement by the Executive Management and Executive Council. Support the Sectoral initiated development initiatives and projects as detailed and required for purposes of empowerment. Develop project plans for feedback sessions to the stakeholders. Ensure circulation of progress reports to Stakeholders on time to enable a meaningful discussion. Coordinate and facilitate the implementation of community participation programmes: Develop and present a project plan for community engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Manage execution of the project plans for community participation in all the Intergovernmental programmes. Coordinate consultation of relevant intergovernmental and community structures for effective community engagement sessions, Consolidate reports on the planning process as well as reports on issues raised during the community engagement sessions. (SOPA, Taking Legislature to the People, EXCO Outreach, Ministerial Programmes, Presidential Siyahlola, Deputy President and Premier's Special Outreach Programmes and Batho Pele programmes). Provide support in the facilitation of the implementation of Premiers Priority and Interventions Projects: Develop project plans for each of the identified projects. Facilitate identification of actual required resources for each project. Develop and submit progress reports on individual projects on interventions made at different spheres of government. Develop plans and manage facilitation of arrangements to visit projects for verification of reports. Support the facilitation of the implementation of Special Projects. Coordinate implementation and consolidate reports of the Provincial Development Agenda on the Ex-Mine Workers Programme. Participate in planning and lead execution of functions in the Governments events including Centenary Celebrations. Consolidate progress reports of the planned government events. Provide support required and lead the approved support on adhoc special projects such as Provincial Official declared funerals. Manage area of responsibility: Report on Stakeholder Relations Management and Special Projects information as required by internal and external stakeholders. Render support to ensure the effective / Supervise and co-ordinate the effective and efficient running and management of the Stakeholder Relations Management and Special Projects. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to lay down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/142</u>	:	<u>DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF NO: OTP 04/05/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 in any IT related qualification as recognised by SAQA with minimum of three years experience at an Assistant Director level in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: TOGAF accredited level II certification, IT Project-Management (Prince2, or PMI accredited International certification), Microsoft Certified Solution Expert (MCSE): Communications and/or Content Management and/or Messaging (Microsoft-accredited). Association for Information and Image

Management (AIIM): Enterprise Content Management, Business Process Management, Email Management, Enterprise Records Management, SharePoint (AIIM-accredited International certificate only). Skills, Attributes and Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management, Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking, Confidentiality, Performance Driven, Attention to detail.

DUTIES

: Implement and maintain ICT architecture: establish a common architecture consisting of application and technology architecture layers: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design and evolution over time, enabling a standard, responsive, and efficient delivery of operational and strategic objectives. Establish and maintain a common technology architecture consisting of architecture layers for effectively and efficiently realizing enterprise and IT strategies by creating key models and practices that describe the baseline and target architectures. Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components. Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Implement and maintain ICT projects: manage all projects from the investment portfolio in alignment with departmental strategy: Establish and maintain a formal, approved integrated project plan framework (covering business and IT resources. Eliminate or minimise specific risks associated with programmes and/or projects through a systematic process of planning, identifying, analysing, responding to, and monitoring and controlling the areas or events that have the potential to cause unwanted change. Measure project performance against key project performance criteria such as schedule, quality, cost and risk. Identify any deviations from the expected. Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources. At the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Implement and maintain ICT requirements definition: identify solutions and analyze requirements before acquisition or creation to ensure that they are in line with department's strategic requirement: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements covering the scope/understanding of all initiatives required to achieve the expected outcomes of the proposed IT-enabled business solution. Perform feasibility studies of potential alternative solutions, assess their viability and select the preferred option. If appropriate, implement the selected option as a pilot to determine possible improvements. Identify, document, prioritise and mitigate functional, technical and information processing-related risk associated with the enterprise requirements and proposed solution. Co-ordinate feedback from affected stakeholders and obtain business sponsor or product owner approval and sign-off on functional and technical requirements, feasibility studies, risk analyses and recommended solutions. Implement and maintain ICT solutions – in line with department-wide requirements: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques, addressing all components (business processes and related automated and manual controls, supporting IT applications, infrastructure services and technology products, and partners/suppliers). Ensure that the detailed design includes internal and external SLAs and OLAs. Procure solution components based on the acquisition plan in accordance with requirements and detailed designs, architecture principles and standards, and the enterprise's overall procurement and contract procedures, QA requirements, and approval standards. Install and configure solutions and integrate with business process activities. Implement control, security and auditability measures during configuration, and during integration of hardware and infrastructural software, to protect resources and ensure availability and data integrity. Establish a test plan and required environments to test the individual and integrated solution components, including the business processes and supporting services, applications and infrastructure. Track the status of individual requirements

(including all rejected requirements) throughout the project life cycle and manage the approval of changes to requirements. Implement and maintain ICT change acceptance: formally accept and make operational new solutions: Establish an implementation plan that covers system and data conversion, acceptance testing criteria, communication, training, release preparation, promotion to production, early production support, a fallback/backout plan, and a post-implementation review. Prepare for business process, IT service data and infrastructure migration as part of the department's development methods, including audit trails and a recovery plan should the migration fail. Promote the accepted solution to the business and operations. Where appropriate, run the solution as a pilot implementation or in parallel with the old solution for a defined period and compare behaviour and results. Manage releases of solution components. Provide early support to the users and IT operations for an agreed-on period of time to deal with issues and help stabilise the new solution. Conduct a post-implementation review to confirm outcome and results, identify lessons learned, and develop an action plan. Evaluate and check the actual performance and outcomes of the new or changed service against the predicted performance and outcomes (i.e., the service expected by the user or customer. Implement and maintain the availability of relevant, current, validated and reliable knowledge: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture. Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services. Organise information based on classification criteria. Identify and create meaningful relationships between information elements and enable use of information. Identify owners and define and implement levels of access to knowledge resources. Propagate available knowledge resources to relevant stakeholders and communicate how these resources can be used to address different needs (e.g., problem solving, learning, strategic planning and decision making). Measure the use and evaluate the currency and relevance of information. Retire obsolete information. Implement and maintain the availability of relevant, current, validated and reliable knowledge: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture. Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services. Organise information based on classification criteria. Identify and create meaningful relationships between information elements and enable use of information. Identify owners and define and implement levels of access to knowledge resources. Propagate available knowledge resources to relevant stakeholders and communicate how these resources can be used to address different needs (e.g., problem solving, learning, strategic planning and decision making). Measure the use and evaluate the currency and relevance of information. Retire obsolete information.

<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/143</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION, INNOVATION AND KNOWLEDGE MANAGEMENT REF NO: OTP 05/05/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification as recognised by SAQA in Public Administration/ Social Sciences or Humanities with a minimum 3 years experience as an Assistant Director with working knowledge and experience in Public Service Transformation, Knowledge Management; Service Delivery Implementation and Policy and Strategy Management. The candidate must have knowledge of relevant legislation, policies and prescripts that governs transformatory programme, service delivery improvement planning; innovation and knowledge management; policy development; and general resource management in the public sector; knowledge of legislation governing the public sector including but not limited to The Public Finance Management Act, Labour Relations Act; Skills Development Act, Promotion of Access to Information Act. Skills in Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising & Project Management.

<u>DUTIES</u>	:	Co-ordinate the implementation of transformation programmes: Develop transformational policies, programmes and strategies and monitor the implementation thereof; Advise internal units on the integration of transformation programmes within the department and branch operational plans. Develop and facilitate the implementation of service delivery improvement plans (sdip's), service charters & standards: Develop and monitor the implementation of a service delivery improvement plan (SDIP's) which is aligned to the strategic plan of the department; co-ordinate the development, monitoring and implementation of the Batho Pele Revitalisation Strategy in the department. Develop and implement innovation and knowledge management: Facilitate the development and monitor the implementation of the Knowledge Management strategy. Policy co-ordination: Develop and maintain protocols and guidelines for policy development; Establish and maintain a database of all departmental policies; Establish policy gaps and assist programmes in developing these policies. Resource Management: Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/144</u>	:	<u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: OTP 06/05/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 in any IT related qualification as recognised by SAQA with minimum of three years experience at an Assistant Director level in an IT Technical/Systems Management role (i.e. deploying and maintaining servers and networks using tools like Microsoft System Center and managing IT network-management staff). Professional qualifications: Microsoft Certified Solution Expert (MCSE): Private Cloud. (Microsoft-accredited certificate only); CompTIA: Network+, Server+, Cloud+, Security+ (CompTIA-accredited certificate); ITIL Intermediate (ITIL-accredited certificate). Skills, Attributes and Competencies: Reading comprehension, Analytical/Critical thinking, Writing, Monitoring, Communication and Information Management, Continuous Improvement, Problem Solving, Confidentiality, Performance Driven, and Attention to detail.
<u>DUTIES</u>	:	Implement and maintain ICT infrastructure operations: coordinate and execute the activities and operational procedures required to deliver internal and outsourced IT services: Maintain and ensure operational procedures and operational tasks are achieved reliably and consistently. Manage the operation of outsourced IT services to maintain the protection of departmental information and reliability of service delivery. Monitor the IT infrastructure and related events. Store sufficient chronological information in operations logs to enable the reconstruction, review and examination of the time sequences of operations and the other activities surrounding or supporting operations. Maintain measures for protection against environmental factors. Install specialised equipment and devices to monitor and control the environment. Manage ICT facilities, including power and communications equipment, in line with laws and regulations, technical and business requirements, vendor specifications, and health and safety guidelines. Implement and maintain ICT continuity: establish and maintain a plan to enable the business and it to incidents and disruptions in order to continue operation of critical business processes: Develop and maintain an ICT Continuity policy, plan, and procedures based on the strategy that documents the procedures and information in readiness for use in an incident to enable the enterprise to continue its critical activities. Test the continuity arrangements on a regular basis to exercise the recovery plans against predetermined outcomes and to allow innovative solutions to be developed and help to verify over time that the plan will work as anticipated. Manage changes to the plan in accordance with the change control process to ensure that the continuity plan is kept up to date and continually reflects actual business requirements. Maintain availability of business-critical information. Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of business processes and services after a disruption. Implement and maintain ICT security services: protect department-wide information to maintain the level of information security risk acceptable to the enterprise in accordance with the security policy: Protect against malware –

Implement and maintain preventive, detective and corrective measures in place (especially up-to-date security patches and virus control) across the enterprise to protect information systems and technology from malware (e.g., viruses, worms, spyware, spam). Manage network and connectivity security – use security measures and related management procedures to protect information over all methods of connectivity. Manage endpoint security – Ensure that endpoints (e.g., laptop, desktop, server, and other mobile and network devices or software) are secured at a level that is equal to or greater than the defined security requirements of the information processed, stored or transmitted. Manage user identity and logical access – Ensure that all users have information access rights in accordance with their business requirements and co-ordinate with business units that manage their own access rights within business processes. Monitor the infrastructure for security-related events – Using intrusion detection tools, monitor the infrastructure for unauthorised access and ensure that any events are integrated with general event monitoring and incident management. Manage area of responsibility: Review ICT Infrastructure performance and make recommendations to improve the efficiency and effectiveness. Report on ICT Infrastructure information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the ICT Infrastructure. Ensure that performance agreements and development plans are developed and implemented for all staff in ICT Infrastructure within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/145</u>	:	<u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: OTP 07/05/2019</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF level 7 Degree/ Advanced Diploma recognized by SAQA in International Relations/ Public Administration or Public Management with minimum of three years supervisory experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. A valid driver's license Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Public Service Act, Public Service Regulations, White Paper on Foreign Policy, Provincial International Relations and Cooperation Strategy and Promotion of Access to Information Act. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills.
<u>DUTIES</u>	:	assist and support the development, implementation and review of the Provincial International Relations & Cooperation (IRC) strategy & the IRC procedure manual: Coordinate sessions and interact with Provincial Departments, Municipalities and Public Entities for the development of the International Relations Strategy that is aligned to the provincial priorities contained in the Provincial Medium Term Strategic Framework (P-MTSF), Provincial Development Plan (PDP) and the Provincial Economic Development Strategy. Assist in coordinating the development and implementation of provincial International Relations Plans by departments, municipalities and public entities, to pursue priorities of government as informed by the International Relations Strategy. Support processes to facilitate

the implementation of signed twinning arrangements, in collaboration with the OTP Planning Unit, Provincial departments and municipalities to contribute to social cohesion, reducing inequality, poverty, promoting job creation and people-to-people cooperation. Assist in the development, implementation and periodic review of the Provincial International Relations Procedure Manual, facilitate engagements with various departments and foreign diplomatic missions and support provincial institutions to pursue Provincial international priorities. Identify opportunities for capacity building and skills development on international relations, ODA flows to Provincial Departments and Municipalities to ensure these resources are geared towards effective implementation of the International Relations Strategy and harmonisation of provincial approach with national and international best practices. Manage the conclusion, processes and monitoring of twinning arrangements and the implementation of the IR strategy: Coordinate the convening of the Provincial International Relations Steering Committee and its sub committees, ensure a common approach to the implementation of the IR Strategy and twinning arrangements. Facilitate the signing, exchange of texts and certification of twinning arrangements concluded with international partners to advance provincial priorities. Support Provincial Departments, Public Entities and Municipalities in the implementation, monitoring and review of the Official Development Assistance (ODA) programmes to ensure optimal use of these resources to address provincial priorities. Assist in conducting an annual audit of international twinning arrangements concluded by provincial departments, municipalities and public entities to ensure compliance with national prescripts and alignment with provincial priorities. Convene sessions and facilitate sourcing of inputs of the Provincial Departments, municipalities and public entities to the African Peer Review Mechanism (APRM) processes and bilateral agreements signed with various countries to support the pursuit of provincial priorities. To support processes to ensure effective implementation of the generic management systems in the sub: directorate: Support the IR Sub-Directorate in the pursuit of its mandate, discharge responsibilities entrusted by the supervisors within agreed timeframes, fulfil the requirements of the PMDS, treasury instructions and the PFMA in the execution of duties.

<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/146</u>	:	<u>ASSISTANT DIRECTOR: PROCESS DESIGN AND PRODUCTIVITY IMPROVEMENT REF NO: OTP 08/05/2019</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification in Production/Operations Management/ Industrial Engineering, Mechanical / Business Administration / Quality Management or any related fields as recognized by SAQA with minimum of three (3) supervisory experience in an OD and Change management field. A valid driver's license.
<u>DUTIES</u>	:	Assist in the provision of technical support to provincial departments with the development of service delivery improvement plans, standards and delivery charters: Assist in the facilitation and provision of hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. Assist in capacitating the Provincial Departments on the development of service delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Assist in capacitating Provincial Department in the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Support the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit (One on one engagements). Support the monitoring and the implementation of the SDIP's by the National Departments based in the province. Support the development of Service Standards and Service Delivery Charter at Local Government Sphere (Municipalities). Assist in the development of the Provincial Generic Service Standards. Assist in conducting audits to ensure publishing and display of the Service Delivery charters. Support the development and rollout of the public service operations management framework: Assist in the capacitation of the provincial departments on the

implementation Public Service Operations Management Framework. Support the Provincial Departments in the development of Business Process Management and Standard Operating Procedure. Assist in capacitating Provincial Department in the implementation of the Standard Operating Procedures to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Render support in the development and submission of the Service Delivery Improvement Programs implementation reports by departments to OTP. Assist in consolidating reports for onward submission to DPSA and DPME. Monitor the display of Service Standards, Service Delivery Charter by service delivery sites in support of Front Line Service Delivery Project for DPME. Assist in analyzing reports submitted by provincial departments: Coordinate reports from departments monthly, quarterly, half-yearly and annually. Analyze the reports to ensure the attainment of targets and recommend appropriate actions. Compile reports on the findings and recommend appropriate actions and provide feedback to departments. Arrange workshops to present reports to departments and stakeholders. Follow-up and ensure the implementation of amendments. Develop and interpret service delivery improvement related policies, toolkit and step by step (nationally and provincial): Assist in the customization of the guidelines developed by DPSA/DPME to suit the provincial level. Assist in the validation, standardization and implementation of the Service Delivery Improvement policies/toolkit and guidelines. Support the drafting of service delivery improvement policies, toolkits and guidelines. Assist in the design and implementation of productivity improvement programmes. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

ENQUIRIES

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POST 18/147

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ASSISTANT DIRECTOR: PROVINCIAL SYSTEMS/ APPLICATIONS DEVELOPMENT REF NO: OTP 09/05/2019 (X2 POSTS)

SALARY

:

R470 040 per annum (Level 10)

CENTRE

:

Bhisho

REQUIREMENTS

:

NQF Level 7 degree recognised by SAQA in ICT (Informatics or Computer Science with programming/systems development specialisation) with minimum 3 years experience as Systems Developer. Knowledge of XML, AJAX, ASP.Net (C#) and sharePoint, knowledge of using Database (MySQL and Microsoft SQL), IT Risk management, ICT Governance frameworks and practices, ITIL and ISO standards. Design, plan and develop web-based applications and system according to the user requirements specifications: Analyse user requirements specification for applications and systems development. Research and conduct Joint Application Design (JAD) sessions with Business / Systems Analysts. Write and validate code as per application/system requirements. Develop and execute unit testing strategy and processes. Develop and upgrade existing systems by analyzing and identifying areas for modifications. Integrate existing software products and get incompatible platforms to work together. Maintain the integrated IT software components systems once they are up and running. Deliver quality applications on-time and on-budget. Report on status of product quality to management, customer support and product teams via rigorous execution of detailed plans and accurate reporting of test cases executed, bugs discovered, bugs fixed, etc. Facilitate infrastructure requirements for developing applications and systems: Facilitate the establishment of infrastructure requirements for developed applications and systems (e.g. storage servers for testing and production environment). Establish, monitor and maintain the development platforms (e.g. Microsoft, Open Source, etc.). Maintain current technical knowledge to support rapidly changing technology. Coordinate software system installation and monitor equipment functioning to ensure specifications are met. Conduct benchmarks and provide management with advice. Work closely with System Administrators and Network Specialists to develop best technical design and approach for product development.

DUTIES

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ENQUIRIES

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can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

<u>POST 18/148</u>	:	<u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 10/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification in Social Sciences or Public Administration as recognized by SAQA with minimum of three years supervisory experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. Knowledge of relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills. A valid driver's license.
<u>DUTIES</u>	:	coordinate the implementation of strategies and policies to manage intergovernmental relations: Assist in facilitating the revision and implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assist in facilitating the implementation of Intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assist in Coordination of meetings, agenda and other logistics in support of the Premier's Coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward Based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Service Delivery. Coordinate and provide support to IGR structures: Assist and Facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in Facilitating training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Assist in the Coordination and organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar and activities to ensure integrated planning between provincial departments, district and all local municipalities. Render administration support in the sub directorate: Provide support to ensure the effective and efficient running and management of the Intergovernmental Relations Sub Directorate. Assist in Compiling accurate and timeous reports for the Sub Directorate and ensure that activities and projects are in line with the budget. Track the expenditure patterns and with developing presentations to Senior Management meetings. Manage area of responsibility: Render support to ensure the effective and efficient running and management of the Intergovernmental Relations Sub Directorate.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>POST 18/149</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER RELATIONS MANAGEMENT & SPECIAL PROJECTS REF NO: OTP 11/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An NQF 7 qualification in Public Relations/ Communication/Public Administration as recognized by SAQA with minimum of three years supervisory experience in any related field. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa,

Intergovernmental Relations Framework Act, Public Service Act, Public Service Regulations and Public Participation Framework. Skills in Applied Strategic Thinking, Computer Literacy, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organizing & Project Management. A valid driver's license.

DUTIES

: Assist in the establishment and maintenance of sectoral relations and partnerships with civil society stakeholders: Update the provincial database that is inclusive of all Sectors at Provincial, District and Metropolitan levels. Implement the project plan for Sector stakeholder engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Coordinate logistics, stakeholder mobilisations, invitations and consultations of sector stakeholders in preparation for the engagement and feedback sessions ((venues, programme, confirmations, liaison with relevant government and stakeholder structures, etc.) Capture issues raised in the engagement sessions. Develop stakeholder mobilisation plan to ensure proper representation and meaningful participation of stakeholders. Develop and manage implementation of procurement plan for each project/activity (identified needs, specifications, consultation of relevant sector stakeholders, provision of service as specified, submission of invoices and payments.) Ensure and manage provision of quality administrative support to all community participation projects. Prepare on site reports on issues raised by civil society stakeholders during the engagement sessions for submission to the Director in preparation for the Provincial Management, Clusters, Executive Council (EXCO), Premiers Coordinating Forum (PCF), PCC and policy development review processes in order or them to find expression to the Programme of Action. Provide information to the Deputy Director for the development of presentations on partnership proposals for endorsement by the Executive Management and Executive Council. Identify and advise on support required on the Sectoral initiated development initiatives and projects as detailed and required for purposes of empowerment. Assist in facilitating the implementation of community participation programmes: Implement project plan for community engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Coordinate reports, community mobilisations, invitations and logistics in preparation for the engagement and feedback sessions. Consult relevant intergovernmental and community structures for effective community engagement sessions. Develop and manage implementation of procurement plan for each project/activity (identified needs, specifications, consultation of relevant sector stakeholders, provision of service as specified, submission of invoices and payments). Ensure and manage provision of quality administrative support to all community participation projects. Consolidate reports on the planning process as well as reports on issues raised during the community engagement sessions. (SOPA, Taking Legislature to the People, EXCO Outreach, Ministerial Programmes, Presidential Siyahlola, Deputy President and Premier's Special Outreach Programmes and Batho Pele programmes). Assist in the implementation of premier's priority and interventions projects: Source information to develop project plans for each of the identified projects. Source information to assist in the identification of the actual required resources for the projects. Assist in the development of progress reports on individual projects on interventions made at different spheres of government. Implement approved project plans and arrange project visits for monitoring and verification of progress. Provide project on-site support required. Assist in the implementation of special projects: Serve as secretariat and prepare reports in the implementation of the Provincial Development Agenda on the Ex-Mine Workers Programme. Participate in planning and lead execution of functions in the Governments events including Centenary

Celebrations. Prepare progress reports of the planned government events. Provide support required on the approved adhoc special projects such as Provincial Official declared funerals. Manage area of responsibility: Report on Stakeholder Relations Management and Special Projects information as required by internal and external stakeholders. Render support to ensure the effective and efficient running and management of the Stakeholder Relations Management and Special Projects. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to lay down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

POST 18/150 : **ASSISTANT DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: OTP 12/05/2019**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : NQF 7 qualification in Transport or Logistics Management or Accounting as recognised by SAQA with minimum of 3 years supervisory experience within Asset & Logistics environment. Competencies: Knowledge of Supply Chain Management, Treasury practice and instruction notes, Treasury Regulations, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act, 1999 and National Transport Policy. Sound written, oral communication. Good planning and organising skills. Computer Literacy. Ability to work under pressure and meet deadlines. A valid driver's license.

DUTIES : Manage departmental assets. Processing and maintenance of OTP pool vehicles. Maintain accurate financial reporting on assets and fleet. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.

ENQUIRIES : can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

POST 18/151 : **SENIOR STATE ACCOUNTANT: FINANCIAL RECORDS AND ACCOUNTING REF NO: OTP 13/05/2019**

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : NQF Level 7/ 6 in Financial Accounting/Financial Management or any related field with minimum of 3 years within financial management environment. Knowledge of PFMA, BAS, National Treasury Regulations, GRAP, Annual Financial Statements guidelines, National Treasury Practices notes. Computer literacy and document management.

DUTIES : Facilitate the clearance of suspense accounts and bank exceptions: Facilitate clearance of bank exception on monthly basis. Assist the clearance of suspense accounts. Compile post adjustment journals and daily journals. Check and report misallocations on suspense accounts. Assist preparation of bank reconciliation. Administer safekeeping of financial records: Record file debt take-on and journals. Verify journals to ensure that they are in order. Prepare monthly reconciliation of suspense accounts. Collate and collect the financial information from stakeholders. Prepare interim and annual financial statements working paper file. Supply of financial records required by Auditor-General, departmental staff and Internal Audit. Coordinate general administration in the unit: Confirm availability of

		operational tools and materials for officials to discharge duties accordingly. Coordinate team meetings monthly. Compile monthly report for attention of the unit director. Assist with compilation of employee claims of the unit (e.g. S&T, fuel). can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
<u>ENQUIRIES</u>	:	
<u>POST 18/152</u>	:	<u>VETTING INSPECTOR (SECURITY VETTING INVESTIGATOR) REF NO: OTP 14/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Applicants must be in possession of three year degree/National Diploma as recognised by SAQA in Security Management and Social Science or any related field. Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDFA/SSA/SAPS; At least 3 years experience in conducting Top Secret vetting investigations; A valid driver's license; A valid Top Secret clearance. Competencies: Planning and Communication skills; report writing skills, administrative skills, Good interpersonal skills, analytical skills, interview skills and presentation skills.
<u>DUTIES</u>	:	Conduct security clearance investigations; Conduct personal interviews and interview references and write evaluation reports. Maintain the security clearance, data creating awareness on information security, Establish the integrity checking capacity; liaison within and outside the department; Verification of qualifications and employment.
<u>ENQUIRIES</u>	:	can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290

PROVINCIAL TREASURY

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

<u>APPLICATIONS</u>	:	Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.
<u>FOR ATTENTION</u>	:	Ms Bonelwa Ndayi
<u>CLOSING DATE</u>	:	07 June 2019
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

ERRATUM: kindly note that the post of Assistant Director: Budget Management with Ref No: 07/02/2019 advertised on Public Service Vacancy Circular 05 dated 08 February 2019 has been withdrawn. Enquiries: can be directed to Ms B Ndayi 040 1010 072/071

OTHER POSTS

<u>POST 18/153</u>	:	<u>DEPUTY DIRECTOR: NORMS & STANDARDS REF NO: PT 01/05/2019</u> Purpose: To manage implementation of Financial Accounting Practices and Standards and Associated Governance Norms and Standards within Provincial Departments.
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Management/Financial accounting/ Public Finance plus Minimum of 5 years' experience in Finance field of which 3 years must be at middle management level / Assistant Director level in an Accounting environment. Knowledge and Skills: Understanding and ability to apply legislative prescripts: In depth understanding and application of the PFMA, Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Modified Cash Standards (MCS), National and Provincial Treasury Guidelines and Instruction Notes, Human Resource Policies and Regulations and Corporate Governance Principles. Understanding of Financial Management best practices, Risk Management, Public Sector Accounting and Budget. BAS System, LOGIS system and PERSAL System. Computer Literate. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising, Problem Solving and Decision Making. Project Management and Team Leadership. Corporate communications, Leadership, Report Writing, Analytical, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution.
<u>DUTIES</u>	:	Provide support and build capacity to enhance PMFA compliance: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued and Accounting Standards. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. Promote financial management accountability: Support to provincial departments in the development and implementation of systems and processes to improve sound financial management and audit outcomes. Support to provincial departments in the development of systems and processes to ensure integrity of financial data. Monitor, evaluate and report on compliance with accounting related legislative requirements. Coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. Develop and roll out provincial financial management prescripts: Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary s. Ensure timeously development and implementation of Work Plans and Personal Development y guidance and support and afford staff adequate training and development opportunities Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071

<u>POST 18/154</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT02/05/2019</u> This is re-advertisement, those who applied previously should not re-apply. Purpose: To render Internal Audit Services for the department.
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Accounting and Auditing coupled with a minimum 3 years experience in auditing at an officer Level (Level 7 or higher). Added advantage: Completed internal audit or external audit articles, completed IAT or PIA qualification. Skills: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Team Leadership, Computer Literate in MS Office and TeamMate and Good Communication.
<u>DUTIES</u>	:	Manage The Execution of a Comprehensive Audit Plan: Plan, execute, review and conclude on internal audits (as required). Preparation and review of systems description, preparation and review of the risk and control matrix, design audit programmes, monitor staff. Report progress on audit programmes. Document areas for improvement. Obtain management comments on findings. Communicate all issues to the client and supervisor timeously. Assist with the management of the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071
<u>POST 18/155</u>	:	<u>ASSISTANT DIRECTOR: NORMS & STANDARDS REF NO: PT03/05/2019</u> Purpose: To facilitate implementation of Financial and Associated Governance Norms and Standards within Provincial Departments
<u>SALARY</u>	:	R376 596 per annum Level 09
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in in Financial Accounting / Financial Management / Public Finance or related field coupled with Minimum 3 years' relevant experience at a level of an Officer (Level 7 or higher). Knowledge and Skills: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law, Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Public Sector Accounting, Auditing, Financial Accounting and Risk Management.
<u>DUTIES</u>	:	Assist with the provision of support and capacity building to enhance PMFA compliance: Render advice on financial norms and standards to Provincial Departments such that Level 3 FMCMM can be attained. Conduct research and identify areas in Departments in need of workshops on new financial management prescripts issued. Support capacity building in the office of the CFO through assistance in the provision of advisory services. Support adherence to delegations in Provincial Departments. Support the promotion of financial management accountability Coordinate information in compilation of financial management reports for submission to MECs. Provide support in the preparation of reports on unauthorised expenditure for submission to SCOPA. Provide support in the preparation of reports on irregular, fruitless and wasteful expenditure for

submission to EXCO. Facilitate the development and roll out of provincial financial management prescripts: Provide research material by issuing provincial instruction notes, circulars and guidelines. Research and analyse information towards preparation of Finance Bill and Provincial Gazettes in terms of DoRA. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. can be directed to Ms B Ndayi Tel No: 040 1010 072/071

ENQUIRIES

POST 18/156

ADMIN OFFICER: ECONOMIC & FISCAL POLICY OVERSIGHT REF NO: PT04/05/2019

Purpose: To render an effective and efficient administrative services to the Chief Directorate.

SALARY CENTRE

REQUIREMENTS

R257 508 per annum Level 07

Bhisho

A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Office Administration or other relevant qualification in commerce coupled with Minimum 2 years working experience Administration in any of the following environments: economic analysis and research, fiscal policy and Public Entities Governance. Computer literacy. Knowledge and Skills: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

DUTIES

Provide secretarial/receptionist support service to the chief directorate: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. Coordinate and render administrative support services to the chief directorate: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collects, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the chief director regarding meetings and chief directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render support in the administration of the chief directorate's budget: Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible

over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the chief directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 18/157 : **ADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES: REF NO: PT05/05/2019 (X2 POSTS)**

Purpose: To render an effective and efficient administrative services to the Chief Directorate.

SALARY : R257 508 per annum Level 07
CENTRE : Bhisho

REQUIREMENTS : A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Office Administration coupled with Minimum 2 years practical experience in Administration environment. Computer literacy. Knowledge and Skills: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission, Basic Knowledge of Financial Administration and Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing, Planning & Organising, Good People Skills, Problem Solving and Communication (written and verbal).

DUTIES : Provide secretarial/receptionist support service to the chief directorate: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. Coordinate and render administrative support services to the chief directorate: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collate, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the chief director regarding meetings and chief directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render support in the administration of the chief directorate's budget: Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the chief directorate:

Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : for **Head Office** - Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.
Alfred Nzo Region (Mount Ayliff): Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to or Post to Private Bag X3556, Kokstad, 4700.
Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201.
Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000.
Joe Gqabi Region (Sterkspruit): Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762.
Chris Hani Region (Queenstown): Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320.

FOR ATTENTION : Ms N.H Malgas
CLOSING DATE : 07 June 2019
NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Public Works welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 18/158 : **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPW 01/05/2019**

SALARY : R733 257 per annum (Level 11)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : B-degree or National Diploma in Public Administration or Public Management/ Socio- Economic Development/Labour Intensive Construction / Project

		Management / Community Development with at least five (5) years Expanded Public Works Programme experience of which three (3) years must be at Assistant Director Level. A proven record of managing a team. Relevant experience in the Public Service and Advanced Management Development Programme would be an added advantage. A valid driver's license. Skills and Knowledge: Knowledge and sound understanding of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislations, policies and procedures. Social facilitation, Problem solving, Conflict management, Programme and Project management.
<u>DUTIES</u>	:	Ensure that all regional public bodies implement EPWP programme. Liaise with public bodies and encourage them to increase their investment on Public Employment programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the Enterprise Development programme for emerging contractors. Coordinate and management of APTCoD and NYS. Ensure that that sectors have business plans in line with agreed targets. Ensure that public bodies comply with and adhere to EPWP recruitment guidelines, policies and ministerial guidelines. Provide continuous support and monitoring to public bodies. Monitor the utilization of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/159</u>	:	<u>DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME, (PROVINCIAL COORDINATION) REF NO: DPW 02/05/2019</u> To manage, monitor and evaluate the EPWP performance within the province and submit reports thereof.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (An all-inclusive remuneration package) Head Office (Bhisho) Bachelor's Degree/ National Diploma in Public Administration/ Development Studies/Statistics. A post graduate qualification in Monitoring and Evaluation will be an added advantage. A minimum of 5 years' experience in the M&E environment of which 3 years should be at Assistant Manager level. A code 8 driving license. Knowledge and Skills: Understanding of Expanded Public Works Programme, research skills and methodologies, computer literacy, data analysis and reporting.
<u>DUTIES</u>	:	Manage the collection and compilation of EPWP quarterly reports, Manage the training of Public Bodies in order to improve reporting and to ensure data integrity and reliability. Strengthen the impact evaluation and ensure greater transparency and accountability through the introduction of Social Audits. Strengthen the monitoring of the core EPWP principles to improve compliance to the guidelines and monitor the number of work opportunities reported in the EPWP-Reporting System by public bodies aligned to the approved EPWP Business Plan targets and manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/160</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPW 03/05/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (An all-inclusive remuneration package) Alfred Nzo Regional Office (Mount Ayliff) A Degree or National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level/ Junior Management level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding at

		basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.
<u>DUTIES</u>	:	Provide strategic guidance on handling Financial Management matters of the Region. Ensure that budget-related matters are attended accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow up on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage personnel. Expenditure analysis. Manage compliance with legislative requirements on payment processes and reporting. Monitor and manage authorization of receipts and deposits and timely submission of returns to Head Office. Management of the Financial Administration component. Effective and efficient identification and management of risks within the unit. Management, safeguarding and maintenance of assets, including debtors. Management of liabilities and collection of revenue. Compliance with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct. Settlement of contractual obligations and payment of all money owing, including inter-governmental claims, within the agreed or prescribed period. Keeping full and proper records of the financial affairs of the Region. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/161</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER – GRADE A, REF NO: DPW 04/05/2019</u> Component: Buildings (Education Portfolio)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R718 059 per annum (An all-inclusive remuneration package) (OSD) Head Office (Bhisho) National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

<u>POST 18/162</u>	:	<u>CONTROL ENGINEERING TECHNICIAN: PROVINCIAL DEPARTMENTS REF NO: DPW 05/05/2019</u>
<u>SALARY</u>	:	R446 202 per annum (OSD)
<u>CENTRE</u>	:	Head Office (Bhisho), Buildings
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license. Knowledge and Skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.
<u>DUTIES</u>	:	Manage Technical Services: Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/163</u>	:	<u>CHIEF ARTISAN GRADE A: BUILDINGS - CONSTRUCTION AND MAINTANENCE REF NO: DPW 14/05/2019</u>
<u>SALARY</u>	:	R386 487 per annum (OSD)
<u>CENTRE</u>	:	Chris Hani Regional Office (COFIMVABA Depot)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Diploma (Bricklaying, Carpentry, Painting or Plumbing). A valid Driver's license .Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Skills and Knowledge: Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural application. Knowledge of legal compliance. Technical report writing. Technical consulting. Production process knowledge and skills.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan, Update databases; and Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters.

<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/164</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTOR DEVELOPMENT REF NO: DPW 06/05/2019</u> Expanded Public Works Programme
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	Bachelor of Commerce/ Bachelor of Public Management/Public Administration/ Project Management. 4 years' relevant experience in Contractor Development of which 3 years must be at a Supervisory level or salary level 7 or 8. A valid driver's license. Knowledge and Skills: Public Finance Management Act (PFMA); Construction Industry Development Board Regulations, National Contractor Development Prescripts; Public Service Regulations, BBBEE Act, EPWP Policy. Contractor Development, Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.
<u>DUTIES</u>	:	Provide support in the Recruitment and Selection of Contractors for the Integrated Contractor Development Programme. Assist to determine the number of contractors to be targeted based on the available budget. Facilitate the drafting of Expression of Interest that complies with the CIDB prescripts and links to National Contractor Development Programme. Provide support to ensure compliance with SARS and CIPRO. Facilitate the inclusion of socio-economic deliverables in the recruitment of contractors. Facilitate the briefing sessions in all regions for the recruitment of contractors. Facilitate the Shortlisting and Selection of Contractors. Facilitate the issuing of appointment letters to the appointed contractors. Facilitate the induction of the appointed Contractors. Facilitate the Training and skills development of emerging Contractors: Check the availability of budget for training and skills development for contractors. Assist to facilitate the sourcing of funding from CETA in order for the programme to have additional budget for the training. Facilitate the training and skills audit for the contractors. Provide support to create a training plan for both classroom trainings and practical on-site trainings. Check that the appointed Training Providers are accredited and their trainings are NQF compliant. Assist in the management of the development and growth of the Emerging Contractors: Provide Support to manage the closed tendering process for the direct and indirect targeting of emerging contractors. Provide Support to facilitate the forging of strategic relationships with the various financial institutions (both public and private) with a view to facilitating finance and credit facilities for participating contractors. Provide support to facilitate the signing of cession agreements between the department and the contractors. Facilitate the attachment of a clear and dedicated technical support that will render mentorship support services for the contractors awarded projects. Provide support in monitoring the contractors implementing projects to check if they are on the right track, identify gaps and close them on time. Facilitate that contractors completed projects upgrade to the next CIDB level on the CIDB register of contractors. Provide support in the management of the performance review, progression and exit of contractors from the programme: Assist in the development and monitoring indicators that will be used to assess progress regarding the implementation of the programme. Facilitate that there is a bi-annual / mid-term performance review of all the participating contractors to assess the performance of contractors. Assist that the programme utilises the performance results of contractors and link them to the progression of contractors within the programme, thereby making it possible for them to meet all the requirements for upgrading with the CIDB construction registers. Facilitate that contractors complete training programmes before exiting the ICDP. Provide support in the registration of the contractors to one of the Contractors Forum in order to access work opportunities upon exiting the programme. Ensure that contractors exit the programme after 3 years. Management of allocated resources: Assist in the management the budget of the

		unit. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/165</u>	:	<u>ASSISTANT DIRECTOR: ANTI-FRAUD AND CORRUPTION (ENTERPRISE RISK MANAGEMENT) REF NO: DPW 07/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A three-year degree or National Diploma in Forensic Auditing/Forensic Investigation/Internal Auditing/Risk Management/Criminology/Law with at least 4 years working experience in the anti-corruption, risk management & ethics management fields or 4 years working experience in fraud investigation or in forensic Auditing of which 3 years must be at a supervisory level or salary level 7 or 8. Skills and Knowledge: Prevention and Combating of Corrupt Activities Act, Criminal Procedure Act. Public Finance Management Act (PFMA) Public Service Act, Public Service Integrity Framework and all other applicable legislation and prescripts. Report writing. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal relations, integrity, excellent service agent, Professionalism and courteous Interviewing Skills, Facilitation skills, research skills, project management skills, communication skills, competent in public service code of conduct. Capacity to work innovatively, under pressure and independently and abnormal working hours. Must possess a valid driver's license and willing to travel. Independently conduct fraud and ethics awareness campaigns. Assist in the Facilitation and co-ordination of fraud risk assessment and reporting.
<u>DUTIES</u>	:	Assist in the Development and implementation of anti-corruption strategy, policies and plans. Assist in Monitoring, analysing and reporting on all allegations of fraud and anti-corruption. Assist in the management and monitoring of the case management system where all corruption cases are reported. Conduct and co-ordinate investigations in cases of alleged fraud, corruption and mal-administration. Facilitate risk assessments. Serve as witness during disciplinary hearings and witness in court as expert witness. Provide comprehensive and formalized training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases in consultation with the Chief Risk Officer. Assist in the facilitation and co-ordination of the integrity/ethics management functions. Assist in the development and implementation of Policies and plans. Assist in the coordination MPAT submissions and compliance for Anti-Corruption & Ethics Management functions. Assist in the preparations of progress reports to the outside stakeholders. Supervision and management of staff and trainees.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/166</u>	:	<u>ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME, INNOVATION AND EMPOWERMENT AND COMMUNITY DEVELOPMENT REF NO: DPW 08/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Sarah Baartman (Port Elizabeth)
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma in Social Science/Public Administration/ Public Management/ Community Development/ Development Studies with 3 years relevant work experience at a supervisory level or salary level 7 or 8 in Expanded Public Works Programme and other Developmental fields. Willingness to travel and a valid code B driver's license. A client minded person who is able to work with

	individuals, relevant stakeholders and teams at both managerial and operational level. Sound knowledge of Government protocol, processes & regulations. Knowledge of Expanded Public Works Programme, Integrated Development Planning Policy and Public Finance Management Act. Knowledge of construction industry, project management and Labour- intensive methods of construction. A candidate must have proven leadership and supervisory skills. Financial administration, programme and project management skills. Exposure in preparing reports and presentations. Computer skills. Good communications skills. Willingness to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	: Ensure that the departmental projects are EPWP and Labour intensive compliant, implementation EPWP maintenance programme, manage implementation of livelihood projects in the District, monitor implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, conduct social facilitation to all Departmental Projects. Liaise within public bodies and estate owned enterprises to ensure their involvement in EPWP through the structuring of projects. Manage data Collection from the Principal Contractors. Initiate, manage and operate monitoring of construction related community based construction and secure road network. Manage all allocated resources.
<u>ENQUIRIES</u>	: can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/167</u>	: <u>ASSISTANT DIRECTOR: PRE-AUDIT REF NO: DPW 09/05/2019</u> Directorate: Internal Control
<u>SALARY</u>	: R376 596 per annum (Level 09)
<u>CENTRE</u>	: Head Office (Bhisho)
<u>REQUIREMENTS</u>	: An appropriate Degree/ National Diploma in Financial Management (with Accounting & Auditing) /Internal Audit. A minimum of 5 years of which 3 years must be at supervisory level or salary level 7 or 8 within Internal Control specifically in the pre-auditing environment. A valid driver's license. In-depth understanding of legislative framework that governs Public Sector Supply Chain Management. Skills: Interviewing Techniques, Computer literacy. Effective communication (verbal and written), Planning and organisation, Relationship management. Good interpersonal and diplomacy skills. Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills. Energetic and self-driven. Team orientated, Change management orientated, Assertive and self-confident.
<u>DUTIES</u>	: Interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines. Receive procurement related documents for checking before an order is generated in LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for rejection of documents for order generation. Receive invoices and other procurement related documents for checking before the invoices are forwarded to the Expenditure Payment Unit for payment. Supervise the provision of reasons for invoices not approved for payment. Prevention and detection of irregular expenditure and communicate such information to the Compliance Unit on a regular basis. Assist in the compilation of the monthly reports for the Pre-Audit Unit. Assist with the review of payment vouchers for completeness and compliance with the applicable prescripts. Detect fruitless and wasteful expenditure and communicate such information to the Compliance Unit on a regular basis. Maintain a good working relationship with customers and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilisation of human and material resources allocated to the Pre-Audit Unit.
<u>ENQUIRIES</u>	: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/168</u>	: <u>ASSISTANT DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 10/05/2019</u>
<u>SALARY</u>	: R376 596 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi Regional Office (Sterkspruit)
	:	A Bachelor's Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management or any relevant qualification with five (5) years' experience working in the property management environment of which three (3) years must be at supervisory level or salary level 7 or 8. Advanced computer skills. Good communication skills (both verbal and written). A valid driver's license is a requirement. Knowledge and Skills: Computer Literacy. Ability to write letters and memorandums as well as to compile reports for property management. He/she must have the ability to read and interpret topographic maps, S.G. diagrams, title deeds, etc. Knowledge and understanding of property and land related legislations. Knowledge of state land. Good communication skills (both verbal and written) and leadership skills. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in a team. Ability to work under pressure. A sense of accuracy and detail is very important.
<u>DUTIES</u>	:	Assist with the administration and management of provincial state land. Conduct land use audits and investigations. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums. Address enquiries related to state land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Supervise staff according to PMDS and identified areas of the business where inefficiencies may occur and recommend solutions. Design and implement strategies and best practices to minimise property expenditure and maximise property utilisation and income. Assist the manager in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: 051 611 9800
<u>POST 18/169</u>	:	<u>CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 11/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years experience in the security field of which 2 years should be at supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's license. NB!! SSA Security Managers course and Project Management is an added advantage. Knowledge and Skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills.
<u>DUTIES</u>	:	Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and co-ordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers. Supervise work schedules to assure deadlines are met. Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products. Provide reports to line management on a regular basis. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/170</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DPW 12/05/2019</u> Components: Immovable Asset Management
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's degree in Public Administration/ National Diploma in Public Management/Property Management with at least 4 years relevant experience of which 3 years must be at supervisory level. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office and valid EB driver's license. Knowledge and Skills: Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important.
<u>DUTIES</u>	:	Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct enquiries on Deeds Web or WinDeed. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds. Compile monthly and quarterly reports on all issues pertaining to Asset Management. Supervision of Staff. Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/171</u>	:	<u>SALARY CONTROLLER: PERSAL MANAGEMENT REF NO: DPW 13/05/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Management with three (3) years' experience as a supervisor in the Persal Management Unit environment. Possession of relevant PERSAL Certificates on Persal Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said applications. Skills and Competencies: Thorough knowledge and understanding of user access security on Persal. An innovative and creative person with sound organising and

		planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.
<u>DUTIES</u>	:	Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/ Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up – to- date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within the department.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/172</u>	:	<u>LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: DPW 16/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree / National Diploma in Labour Relations/ Industrial Relations/Human Resource Management with three (3) years relevant experience. A valid driver's license. Knowledge and Skills: Public Administration, Public Service Legislation, International Relations, Persal system. Computer literacy (Microsoft Powerpoint, Excel)
<u>DUTIES</u>	:	Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes Resolutions: Give expert advice on labour related matters. Conduct investigation on labour related matters. Draft charges and serve notices to the alleged misconduct. Write a report on findings and prepare response to the aggrieved employees. Represents the department on labour related matters: Disciplinary hearing. CCMA. Bargaining council. Maintenance of labour relation information management system. Grievances, Disputes, misconducts, labour unrest.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/173</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE REF NO: DPW 17/05/2019</u> Sub - Component: Pre – Audit
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo Regional Office (Mount Ayliff)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Accounting, Financial Management, Taxation, Internal Auditing or Cost and Management Accounting with at least 3 years' relevant experience in Pre-Audit/ internal control/governance environment. A valid driver's license. Knowledge and Skills: Knowledge of government transversal systems (BAS, PERSAL & LOGIS) Knowledge of Supply Chain Management prescripts. Computer Literacy.
<u>DUTIES</u>	:	Review of efficiency and effectiveness of regional financial operation. Monitor Pre auditing of document before an order is issued. Risk Management audit. Monitor and evaluate compliance with Policies, Procedures, Laws and regulations. Ensure accuracy on all issued certificates. Ensure all specimen signatures are in place. Monitor Pre auditing of payment vouchers. Submission of commitments requests documents. Monthly submission of Irregular and Fruitless and wasteful expenditure. Submission of monthly sectional reports. Adherence to Delegations. Verification of documents after capturing. Supervision of Pre Audit unit. Co-ordination with external auditors.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

<u>POST 18/174</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DPW 18/05/2019</u> Sub-Component: Creditor Reconciliation
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman (Port Elizabeth)
<u>REQUIREMENTS</u>	:	Recognised National Diploma or Bachelor's Degree in Financial Management qualification with 3 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and LOGIS. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver's license.
<u>DUTIES</u>	:	Monitor and coordinate payments of creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from suppliers. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/175</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 19/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree / National Diploma with at least 3 years relevant experience in the property management environment. Candidates with experience in and knowledge of State Land Administration and the composition of Government's Immovable Asset Register will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA, Treasury Regulations and property related legislation. Computer literacy in MS Word, Excel and PowerPoint. A valid driver's license.
<u>DUTIES</u>	:	Assist with the management of information on the Immovable Asset Register for the Sarah Baartman Region. Regularly update the Immovable Asset Register. Verify the ownership of properties through Deeds Web. Communicate with Deeds Office and Local Municipalities to resolve ownership issues. Prepare for, and conduct Land Audits to establish the land use and related property information. Assist with the compilation of Land Audit Reports. Assist with the vesting of properties in terms of the Constitution. Prepare applications for the confirmation of vesting through the EC-PSLDC. Assist with the Management of the lease portfolio. Maintain the Lease Registers for commercial, residential and parking Lease Agreements. Manage the termination or renewal of expired Lease Agreements. Assist in the process of eviction of illegal tenants. Compile monthly and quarterly reports on all issues pertaining to Asset Management. Supervision of Staff. Manage the safe keeping of security document i.e. Title Deeds and Lease Agreements.
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/176</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 20/05/2019</u> Sub-Component: Property Holdings
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree / National Diploma with at least 3 years' relevant experience in the property Management environment. Candidates with experience

		in and knowledge of Property Legislation i.e. State Land Disposal Act, Constitution, Deeds Registries Act, will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. A valid driver's license.
<u>DUTIES</u>	:	Assist with the acquisition of immovable assets required by User Departments for state domestic purposes by way of Expropriation, Donation, Exchange or Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Ensure proper record keeping of all acquisitions. Compile and submit monthly and quarterly reports regarding the acquisition of properties to management. Assist with the disposal of immovable assets owned by the Provincial Government by way of Donation, Tender and Common Law. Identify state land for possible disposal. Prepare and submit applications for the disposal of properties to the EC-PSLDC. Issue instructions to the State Attorney and Private Conveyancers for the registration of transfer of properties in the Deeds Office. Ensure proper record keeping of all disposals. Compile and submit monthly and quarterly reports regarding the disposal of properties to management. Request appointment of various service providers i.e. Valuers and Land Surveyors. Assist with all other Land Administration issues i.e. registration of real rights, Certificates of Registered State Titles and Registered Titles. Supervision of Staff.
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/177</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT</u> <u>REF NO: DPW 21/05/2019</u> Sub-Component: Facilities Management
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree/ National Diploma in Public Administration or Public Management/ Facilities Management with at least 3 years relevant experience in facilities management or property management environment. Candidates with experience in and knowledge of Facilities Management will have an advantage. Good communication skills both written and verbal. Good interpersonal relations, negotiation skills, pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. Valid driver's license.
<u>DUTIES</u>	:	Prepare documents for the appointment of contractors for cleaning and security services. Supervise and coordinate the work of contractors. Monitor through site inspections the implementation of Service Level Agreements by appointed cleaning and security companies. Calculate and compare costs for required goods and services to achieve maximum value for money. Check that agreed work by staff or contractors has been completed satisfactory and follow up on any deficiencies. Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences. Facilitate the payment of contractors. Supervision of Staff. General office administration.
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/178</u>	:	<u>SENIOR ADMIN OFFICER: ACQUISITION REF NO: DPW 23205/2019</u> Component: Supply Chain Management
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Amathole Region Office (East London)
<u>REQUIREMENTS</u>	:	A relevant degree/ diploma in commerce/ Accounting/ Financial Management/ Public Management with 3 years experience in Bid Administration or 3 years relevant experience in Supply Chain Management. Knowledge of Bid administration processes. Knowledge of applicable legislation and regulations. Sound knowledge of the management information systems as well as understanding of the departmental policies and processes. Public Sector Experience. A driver's license code B.

<u>DUTIES</u>	:	Invite bids/quotations and receipt of bids/quotations. Provide Secretariat services to Bid committees. Ensure compliance and reporting. Supervision of the section. Monitor and evaluation performance of subordinates. Compilation of reports and keep trail of documents from start of tender to award stage for all projects.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/179</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DPW 23/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management/ Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years appropriate experience in movable asset management at Level 7.A valid driver's license, Previous experience in dealing with prestige accommodation (MPL residences) assets. Skills and Knowledge: Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.
<u>DUTIES</u>	:	Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. Records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/180</u>	:	<u>CHIEF WORKS INSPECTOR (BUILDINGS) REF NO: DPW 24/05/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman Region (Port Elizabeth)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma in Buildings or equivalent qualification OR N3 and passed trade test in the buildings environment OR Registered as an Engineering Technician. 3 to 5 years' appropriate experience. A valid driver's license.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and exiting structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finished. Develop progress reports on outstanding and finalized work. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the

following: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspects through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

POST 18/181 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)
CENTRE : Alfred Nzo Regional Offices (Mount Ayliff) Ref No: DPW 25/05/2019
 Joe Gqabi Regional Offices (Sterkspruit) Ref No: DPW 26/05/2019

REQUIREMENTS : A Degree or National Diploma in Human Resources Management/Public Management or Administration plus at least 3 years relevant experience related to staff provisioning. Computer literacy (especially MS Word, Excel and PowerPoint). Knowledge of post establishment and the Code of Remuneration (CORE). Working knowledge of PERSAL will be an added advantage. Working knowledge of the related prescript policies. A valid driver's license. Knowledge and Skills: Good communication, organizing and problem solving skills. Good reporting skills.

DUTIES : Administer Personnel provisioning activities, such as appointments, promotions, transfers, secondments, recruitment and selection and placement which entails the advertising of vacancies, scheduling of applications, attending interviews, writing submissions for appointments and appointment offers. Administer personal suitability checks (PSC) to potential employees and verification of qualifications SAQA. Administer appointment, translations in rank, transfers, relocations, probation and MMS/SMS packages on PERSAL system. Administer departmental HR information on PERSAL system. Identify provision needs of stuff. Approve PERSAL transactions. Administer attraction and retention of employees. Supervise and control stuff in the unit.

ENQUIRIES : can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/182 : **SENIOR PROVISIONING ADMIN OFFICER: CONTRACTS REF NO: DPW 27/05/2019**
 Component: Supply Chain Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : A relevant degree/diploma in commerce/Accounting/Financial Management/Public Management with 3 years relevant experience. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver's license code B.

DUTIES : Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by Government.

ENQUIRIES : can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

<u>POST 18/183</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 28/05/2019</u> Components: Supply Chain Management
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics Management with three (3) years relevant experience. Knowledge of Public Finance Management Act, PPPFA, Supply Chain policies and procedures, Treasury Regulations, CIDB Act, BBBEE Act and other relevant prescripts. Computer skills, Planning and Execution skills, Good Communication and writing skills, Problem solving skills, Decision-making skills, Interpersonal skills, Presentation skills, Analytical and Creative thinking, Organising skills, Ability to work independently and under pressure. In depth knowledge of LOGIS mainframe/on-line and CSD. Must have a Valid Driving License. Skills and Knowledge: Knowledge of Public Finance Management Act, Preferential Procurement Policy Framework Act, Supply Chain policies and procedures, Treasury Regulations, CIDB Act, BBBEE Act Public Service Act, Performance management principle and other relevant prescripts. Effective communication, Advanced report writing skills, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative and Creative, Ability to communicate at all levels, Analytical thinking, Conflict resolution, Planning and Execution, Delegation and Decision-making, Organising skills, Ability to work independently and under pressure. In depth knowledge of LOGIS mainframe/on-line and CSD. Must have a Valid Driving License.
<u>DUTIES</u>	:	Research, analyse and compile information for the planning of procurement requirements for the region. Consolidate information for the annual regional procurement plan. Compile tender/quotation documents. Provide administrative support to the Bid Specification Committee. Render guidance in the compilation of specifications / Terms of Reference. Place adverts for tenders. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for Quotations. Oversee Sourcing of quotations and approve thereof. Ensure that planned target dates to obtain goods & services and works are met. Maintain section register of incoming and outgoing requisitions. Compile monthly reports for management information. Safe keeping of information. Provide constant feedback to End-users. Supervise staff within the unit.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/184</u>	:	<u>SENIOR ADMIN OFFICER: PROVINCIAL COORDINATOR –EPWP REF NO: DPW 29/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Management. A minimum of 3 years relevant experience in EPWP coordination and monitoring. A valid code B drivers license. Knowledge and Skills: Understanding and application of the: Skills Development Act. Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. EPWP Recruitment Guidelines. EPWP Reporting System. Knowledge of EPWP and PFMA. Excellent communication. Interpersonal and report writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Problem solving skills. Facilitation skills. Ability and Willingness to travel, Knowledge of Government protocol processes and regulations. Flexibility and Initiative. Ability to stay focused and work under extreme pressure.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects. Monitoring of Data Quality Assessment in all implemented projects. Social facilitation in all projects under implementation. Signing of Protocol Agreements by Public Bodies within the

		region. Coordinating EPWP Regional Steering Committees. Give Technical support to all Public Bodies in the region. Knowledge of Performance information within the region. Manage subordinates within the region. Attend both the RSC and PSC meetings. Compile weekly and monthly. Incentive grants. Knowledge of EPWP reporting system. Check and correct information reporting system. Construction and manage proper filing system. Keep records for all implemented projects. Communicate with both internal and external stakeholders.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/185</u>	:	<u>SENIOR ADMIN OFFICER: MONITORING AND EVALUATION – EPWP REF NO: DPW 30/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Management with at least 3 years relevant experience in a built environment social facilitation administration. A valid code B drivers license. Experience in social facilitation and training in government construction projects will be an added advantage. Knowledge and Skills: Understanding and application of the: Skills Development Act. EC Public Works Integrated Contractor Development Programme Policy (ICDP). Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. EPWP Recruitment Guidelines. Accelerated Professional and Trade Competency Development Programme Policy (APTCOD). National Youth Service Program (NYS). EPWP Recruitment Guidelines. Excellent communication skills. Sound Knowledge of Government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. Interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels, Problem solving skills, Flexibility and Initiative. Ability to stay focused and work under extreme pressure.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme. Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings, Coordinate ICDP Programme. Create and manage a database for learners and service providers. Liaise with contractors, Consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/186</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DPW 31/05/2019</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A Bachelor's degree / National Diploma in Commerce with 3 years relevant experience in Financial Processes and Expenditure Management. Knowledge and experience of BAS & Logis. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Assist to manage the payment of Creditors on the departmental financial systems (BAS and LOGIS), Ensuring timeous payment of all supplier payments. Assist with the monitor of the operations of the Expenditure Section. Supervise payment staff. Deal with internal & external payment queries. Supervise and safeguard source documents.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

<u>POST 18/187</u>	:	<u>ENGINEERING TECHNICIAN - GRADES A: PROFESSIONAL SERVICES REF NO: DPW 15/05/2019 (X4 POSTS)</u> Component: Buildings (Health Portfolio)
<u>SALARY</u>	:	R311 859 per annum
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A recognised Bachelor's Degree / National Diploma in Mechanical Engineering or relevant qualification. Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician. Knowledge and Skills: Technical: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. Generic: Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Change management. People management.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/188</u>	:	<u>ARTISAN FOREMAN - GRADE A (X2 POSTS)</u>
<u>SALARY</u>	:	R304 263 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo Regional Office- Maluti Depot (Electrical) Ref No: DPW 48/05/2019 Chris Hani Regional Office - Queenstown Depot (Plumbing, Buildings, Construction and Maintenance) Ref No: DPW 49/05/2019
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. A Valid driver's license. Knowledge and Skills: Hardworking. Ability to communicate both (verbal and written).
<u>DUTIES</u>	:	Workshop administration. Supervise Artisans at mechanical workshop. Able to identify defects on plant. Design: Supervise and produce designs according to client specification and within limits of production capacity. Production: Produce objections with material and equipment according to the job specification and recognized standard. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specifications. Service equipment and / or facilities according to schedule. Quality assure serviced and maintained equipment and / or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

<u>POST 18/189</u>	:	<u>SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 32/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Sarah Baartman Region (Port Elizabeth)
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Safety Management /Human Resource Management with at least 1-2 years relevant experience in Occupational Health and Safety. A valid driver's license. Good knowledge of OHS Act and Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. Good knowledge of risk management control measures.
<u>DUTIES</u>	:	Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in – service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives' inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032
<u>POST 18/190</u>	:	<u>PERSONAL ASSISTANT: CHIEF DIRECTOR: CORPORATE MANAGERMENTS' OFFICE REF NO: DPW 33/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or National Diploma in Office Management/ Management Assistant with at least two (2) years relevant experience as a secretary or providing secretarial support at senior level OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Advanced knowledge of Microsoft Office packages and document management system. Must have good interpersonal, organizational and communication skills (written/verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must be able to maintain confidentiality and work independently with minimum supervision.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Director: Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Render administrative support services: i.e. collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's office. Ensure that travel arrangements are well coordinated, prioritize issues in the Chief Director. Procure office supply for the Chief Director's office i.e. groceries, stationery, printing supplies etc. Provide logistical support to Chief Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director with the administration of his/her budget as well prepare his/her S&T claims. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; remains abreast with the procedures and processes that apply in the office of the Chief Director.

<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/191</u>	:	<u>INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DPW 34/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma in Internal Auditing with a minimum of two years relevant experience in the field of Internal Audit and Risk Management. A valid driver's License and a person must be a member of IIA SA. Knowledge and Skills: Reasonable knowledge of Public Service, Internal Auditing, International Standards for the Professional Practice of Internal Auditing(ISPPIA) understanding of the Regulatory Framework for Public Service, e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, Understanding of project management principles. Innovative, good interpersonal and problem solving Skills. The IA is expected to affect sound and impartial ruling to ensure observance with internal audit guidelines and proactively control divergence in sensitive circumstances. Must be computer literacy and be able to use teammate audit software. Have an understanding of BAS, Persal and LOGIS and any other related analytical software. Excellent oral, written Communication and report writing skills. Good organizational and administrative skills. Computer skills including use of audit software. Good organizational and administrative skills.
<u>DUTIES</u>	:	Execution of internal audits by, identifying and assessing systems for areas or activities under audit. Gather information regarding systems, procedures and management controls. Analysing and evaluating control systems for areas or activities under audit. Implementation of Internal Audit Coverage Plan. Conduct the planning of individual audit assignments. Execute detailed audit procedures. Prepare working papers recording and summarizing audit procedures performed. Develops a detailed audit report on each audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies. Conduct ad-hoc and consulting audit assignments as allocated. Determine compliance with acts, regulations and policies. Review the process of recording and safeguarding assets. Evaluate adequacy and effectiveness of internal controls.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/192</u>	:	<u>ADMIN OFFICER: FIXED ASSET MANAGEMENT REF NO: DPW 35/05/2019</u> Sub Component: Property Holdings
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Regional Office - Mount Ayliff
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in any Real Estate, Property Management / Public Administration / Public Management with at least 2 years relevant experience relevant experience in Fixed Assets Management. A valid driver's license. Knowledge and Skills: Advanced computer skills and good communication skills both verbal and written. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver's license.
<u>DUTIES</u>	:	Administer the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request

		appointment of various service providers, e.g. Valuers, land surveyors. P web-based system.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/193</u>	:	<u>ADMIN OFFICER: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPW 36/05/2019</u> Sub Component: Monitoring and Evaluation
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Regional Offices - Mount Ayliff
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Management/Public Management/Social Sciences OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with two (2) years relevant experience in Expanded Public Works Programme. Sound administration and communication skills. Knowledge and Skills: Sound knowledge and experience of MS Word; MS Excel and Web based reporting systems would serve as an advantage. Knowledge of the Public Finance Management Act. Proven extensive knowledge and experience of the Expanded Public Works Programme on other labor-intensive programmes. A valid Code 8 driver's license.
<u>DUTIES</u>	:	Monitoring and Evaluation of Regional Expanded Public Works Programme projects. Oversight on programme reports. Programme review on quarterly basis. Prepare evaluation reports for the region. Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure their programmes compliment and are mainstreamed in departmental programmes. Ensure public bodies contribute towards sectorial plans. Ensure that training and development form key aspects of sectorial plans. Establish sectorial committees and ensure their functionality. Collect and collate reports from sectorial committees. Contribute towards the realization of EPWP targets. Reporting on EPW.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/194</u>	:	<u>ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DPW 37/05/2019</u> Sub Component: Asset and Inventory
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Regional Offices - Mount Ayliff
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Commerce / Accountancy/ Auditing/ Supply Chain Management/Purchasing/ Logistics Management. A minimum of two years relevant working experience in Asset/ Inventory Management. Computer skills in Microsoft Applications. A valid driver's license.
<u>DUTIES</u>	:	Asset movement: filing and signing of movement forms. Physical verification of assets. Continuous updating of the asset register. Keep track of Inventories and Inventory Controllers. Receive assets and inventories and keep records. Prepare asset and inventory reconciliation reports every month. Identify and list disposal.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/195</u>	:	<u>ADMIN OFFICER: BUILDINGS MANAGEMENT REF NO: DPW 38/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Regional Offices - Mount Ayliff
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Public Administration/Management or Office Management (NQF level 6) with 2 years' relevant experience in Programme / Office support environment. Knowledge and Skills: Excellent communication skills. Knowledge of technical and PFMA. Willingness to work beyond the normal working hours. Supervisory skills. Computer skills will be an added advantage. Maintain confidentiality and work independently with minimum supervision.
<u>DUTIES</u>	:	Render administrative support within the programme. Compile reports (technical and administrative) and presentation for the section and monitor budget for the programme. Monitor filing and database of projects. Compile specification of protective clothing, equipment and stationery for the programme and present on specification and procurement committees. Report on expenditure of the sub-

		programmes against the approved budget and attend to Regional Budget Advisory Committee (BAC). Attend general correspondence of the programme and liaise with the internal and external stakeholders from time to time. Collect, compile and submit monthly, quarterly, annually and management report for the program.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/196</u>	:	<u>ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT) REF NO: DPW 39/05/2019</u> Component: Fixed Asset Management
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Management/ Public Administration/ Management/Real Estate/ Facilities Management qualification. A valid driver's license. Added advantage: with a minimum of 2 years' experience in the property field. Knowledge and Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.
<u>DUTIES</u>	:	Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Organise client forum meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/197</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: LOGISTICS REF NO: DPW 40/05/2019</u> Component: Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	A appropriate Degree/ National Diploma in Commerce/Accounting/Financial Management/Public Management with 2 years' relevant experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of LOGIS and BAS system.
<u>DUTIES</u>	:	Maintain data used in the administration of LOGIS. Verify that batch runs are properly executed. Coordinate and monitor office procedures such as voucher control and filing. Coordinate problem resolution on the system. Coordinate store infrastructure maintenance. Coordinate, plan and corporate with the Head SCM for the further automation of Cost Centre Managers (Chief Users).
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/198</u>	:	<u>PROVISIONING ADMIN OFFICER: FLEET REF NO: DPW 41/05/2019</u> Component: Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	A appropriate Degree/ National Diploma in Public Management/ Public Administration with 2 years' experience in Fleet Management. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver's license code B.
<u>DUTIES</u>	:	Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by government.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

<u>POST 18/199</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DPW 42/05/2019</u>
		Component: Salaries
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	An appropriate B Degree/ National Diploma in Financial Management/ Accounting/ Internal Auditing/ Cost and Management Accounting/ Business Management with at least 2 years relevant experience in salaries section. Skills and Knowledge: Knowledge and experience of BAS and Persal. Computer skills (MS Word and Excel). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills.
<u>DUTIES</u>	:	Capturing of salary administration documents (Deductions and Allowance payments for supplementary runs on Persal. Verify all captured transactions on Persal. Filing of source documents for audit purposes. Attend to salary related queries. Assist with payrolls and pay slips.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/200</u>	:	<u>ADMIN OFFICER: APTCORD AND LEARNERSHIP (EPWP) REF NO: DPW 43/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office Bhishe
<u>REQUIREMENTS</u>	:	An appropriate Degree/ National Diploma in Public Admin /Public Management/Project Management. Minimum of 2 years' experience in Innovative and Empowerment Programme. Understanding of the APTCOD /NYS/Contractor development. Understanding of EPWP principles will be an added advantage. Must have a valid driver's License and must be willing to travel extensively. Skills and Knowledge: Knowledge of following prescripts: PFMA, CIDB Act; EPWP. Knowledge of the Construction Industry. Strong interpersonal Skills. Problem solving Skills. Report writing Skills. Must be Target Driven. Project Management.
<u>DUTIES</u>	:	Provide support to the ICDP contractors and facilitate their upgrading on the CIDB register. Facilitate Contracting of youth into the NYS programme. Facilitate the implementation of APTCOD programme. Facilitate the trade testing of the APTCOD learners. Register the unemployed people and employers in the Amathuba Jobs Portal. Matching of unemployed people to jobs through the Amathuba Jobs Portal.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/201</u>	:	<u>WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 44/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Joe Gqabi Regional Office (Sterkspruit)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Social Science/ Psychology /Human Resources Management with a minimum of two (2) year relevant experience in the field of Employee Health and Wellness.
<u>DUTIES</u>	:	Implementation of the OHS Act in the workplace and safety of government buildings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Train employees on SHE management. Promote Peer education to prevent the spread of HIV/Aids in the workplace. Conduct orientation, induction and in- service training on procedures related to safety. Record, report and sort all IOD cases reported. Monitor payments of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: 051 611 9800

<u>POST 18/202</u>	:	<u>ADMINISTRATION OFFICER: INNOVATION & EMPOWERMENT REF NO: DPW 45/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Management with at least 2 years relevant experience in a built environment social facilitation administration. A valid code B drivers license. Experience in social facilitation and training in government construction projects will be an added advantage. Skills and Knowledge: Understanding and application of the: Skills Development Act. EC Public Works Integrated Contractor Development Programme Policy (ICDP). Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. Accelerated Professional and Trade Competency Development Programme Policy (APTCOD). National Youth Service Programme (NYS). EPWP Recruitment. Recruitment Guidelines. Excellent communication skills. Sound knowledge of government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. Interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels, Problem solving skills, Flexibility and Initiative. Ability to stay focused and work under extreme pressure.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme, Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings, Coordinate ICDP Programme, Create and manage a database for learners and service providers. Liaise with contractors, consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/203</u>	:	<u>LABOUR RELATIONS OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: DPW 46/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani Regional Office (Queenstown)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree / National Diploma in Labour Law / Labour Relations/ Industrial Relations/ Human Resources Management with a minimum of two (2) years relevant experience in Labour Relations. A Valid driver's license. Knowledge and Skills: Knowledge of standards, practices, processes and procedures related to Labour Relations. Collective Bargaining structures and processes. Knowledge of Labour relations Act, Public Service Act, Public Service Regulations Act, Constitution of the RSA, Basic Conditions of Employment, Collective agreements, Codes of remuneration and the Public Finance Management Act. Good communication skills. Innovative. Creative. Resourceful. Ability to work under stressful situations. Ability to communicate at all levels. People Oriented.
<u>DUTIES</u>	:	Provide administration assistance on all labour Relations matters. Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. Give expert advice on labour related matters. Conduct investigation on grievances, alleged misconduct and disciplinary process. Write reports on findings and prepare responses to aggrieved employees. Facilitate and represent the Department on Disciplinary hearing processes. CCMA and Bargaining council. Maintenance of labour related information management system. Update grievances, disputes and misconduct cases on data base and register them on PERSAL. Conduct awareness campaigns on labour related matters. Handle enquiries from management in areas related to labour Relations or any other related issues. Compile monthly reports related on Labour Relations matters. Arrange all activities concerning workshops, meetings, awareness campaigns, training sessions on Labour Relations issues. Attend and offer customer care to visitors in the Regional Office. Liaise with both internal and external stakeholders, i.e. GPSSCBC/

		COUNCIL/ DPSA etc. Assisting with the co-ordination of Labour Related matters. Liaise with Head Office on Labour Related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/204</u>	:	<u>PERSAL OFFICER: PERSAL MANAGEMENT REF NO: DPW 47/05/2019</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Administration or Management with two (2) years' experience in a Human Resource Management and the Persal system environment. Knowledge of regulations related to Human Resource Management. Proof of training on (Persal Certificates) on Persal Introduction; Personnel Development; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge and experience in advanced Excel applications are essential as the candidates will be subjected to a practical test in the said applications. Skills and Competencies: Thorough knowledge and understanding of the PERSAL system. An innovative and creative person with sound organising and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing experience.
<u>DUTIES</u>	:	Provide administrative support in the PERSAL Management Unit. Manage the opening and closing of PERSAL User files. File all PERSAL related User documents. Request necessary reports from PERSAL and downloading said reports and importing to Excel. Optimal and effective use of PERSAL system and act as PERSAL adviser to all departmental users. Coordinate PERSAL trainings for departmental clients.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/205</u>	:	<u>WORKS INSPECTOR: BUILDINGS REF NO: DPW 55/05/2019</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Sarah Baartman Region (Port Elizabeth)
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma in Buildings OR N3 and a passed trade test in the buildings environment OR Registered as an Engineering Technician. A valid driver's license.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis this includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Analyze and compile relevant documentation for work to be done on minor new existing structures, through inter alia the following: Develop and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).
<u>ENQUIRIES</u>	:	can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

<u>POST 18/206</u>	:	<u>ARTISAN PRODUCTION - GRADE A: BUILDINGS (X5 POSTS)</u>
<u>SALARY</u>	:	R190 653 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo Regional Office – Mount Frere Ref No: DPW 50/05/2019 Electrical (X1 Post) Mount Frere Ref No: DPW 51/05/2019, Plumbing (X1 Post) Maluti Ref No: DPW 52/05/2019, Carpentry (X1 Post) Amathole Regional Office Ref No: 53/05/2019 Bricklayer (X1 Post) Chris Hani Regional Office (Queenstown Depot) Ref No: 54/05/2019, Carpentry, Construction and Maintenance (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate. A valid Driver's License. Knowledge and Skills: Technical Skills. Technical report writing. Production, process knowledge and skills, Problem solving and analysis, Communication, Decision making, Team work.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and /or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and /or facilities against specifications. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports and provide inputs to the operational plan. Keep and maintain job record / register and supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676
<u>POST 18/207</u>	:	<u>PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 56/05/2019</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo Regional Offices- Mount Ayliff
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). A Bachelor's Degree or National Diploma in Human Resource Management/ Public Management/ Public Administration/Social Sciences with 1-2 years' relevant experience in Human Resources would serve as an added advantage. Knowledge and Skills: Computer literacy. Good communication skills. Problem solving. Good interpersonal relations. Attention to detail. Knowledge of Records Management and understanding of Conditions of Service and staff provisioning. A fair understanding of Public Service Regulations and HR policies. Knowledge and ability to use PERSAL functions.
<u>DUTIES</u>	:	Responsible for a variety of administrative duties related to staff provisioning and conditions of service. Ensure correct remuneration of staff in the Department. Maintenance of establishment on PERSAL system. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level. Perform any other duties that may be assigned. Administer leaves and PILIR cases in the region.
<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/208</u>	:	<u>ADMIN CLERK- SCM: LOGISTICS REF NO: DPW 57/05/2019</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Alfred Nzo Regional Offices- Mount Ayliff
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). A National Diploma in Logistics with relevant experience would serve as an added advantage. Knowledge And Skills: Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge and understanding of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories

to components and individuals. Identify redundant, non – serviceable and absolute equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database register. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required, Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

<u>ENQUIRIES</u>	:	can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<u>POST 18/209</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DPW 58/05/2019</u> Sub component: Expenditure
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) with accounting. Relevant experience in Financial. Processes and Expenditure Management. An appropriate Bachelor's degree / National Diploma would serve as an added advantage. Knowledge and experience of BAS & Logis. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies.
<u>DUTIES</u>	:	Compile creditor's payments. Processing of payments on BAS and LOGIS. Ensuring timeous payment of Suppliers. Deal effectively with internal payment queries. Follow up on all invoice discrepancies with the relevant section. Scanning and safekeeping of all payment records.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 18/210</u>	:	<u>PROVISIONING ADMIN CLERK: LOGISTICS REF NO: DPW 59/05/2019</u> Component: Supply Chain Management
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Amathole Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). Experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes and other relevant prescripts and a valid driver's License will be an added advantage.
<u>DUTIES</u>	:	Implementation of logistical procedures/policies in procurement. Processing, capturing and authorization of internal requisitions on, the Logis System. Ensure these are processed according to the prescribed procedures and policies. Issuing and receipts of goods and services. Capturing of quotations on the LOGIS system. Ensure that correct ICN numbers are used before capturing and authorisation of requests.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
<u>POST 18/211</u>	:	<u>ARTISAN ASSISTANT REF NO: DPW 60/05/2018 (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	Basic literate or ABET NQF Level 2. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks.
<u>DUTIES</u>	:	Assist in maintenance of buildings. Execute manual labour as required for maintenance tasks allocated to the unit. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.
<u>ENQUIRIES</u>	:	can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Head Office: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605
Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.
- CLOSING DATE** : 07 June 2019 @ 15H00
- NOTE** : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification (s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

- POST 18/212** : **ADMIN CLERK MPP (CONDITIONAL GRANT) REF NO: DSRAC 02/05/2019**
(Contract from date of assumption to 31 March 2021)
- SALARY** : R173 703 (Level 05) (An all-inclusive remuneration)
- CENTRE** : Head Office
- REQUIREMENTS** : Grade 12 (Senior Certificate). A Diploma/ Certificate in Office Management and or any other sport related qualification or 1-year experience in Office environment would be an added advantage. Willingness to work under pressure. Good verbal and communication skills. Computer literate.
- DUTIES** : Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.
- ENQUIRIES** : R. Loots Tel No: 043 492 0949
- POST 18/213** : **SCHOOL SPORT COORDINATOR (CONDITIONAL GRANT) REF NO: DSRAC 01/05/2019**
(Contract from date of assumption to 31 March 2021)
- SALARY** : R108 564 (5/8th) in lieu of benefits (An all-inclusive remuneration)

<u>CENTRE</u>	:	Sarah Baartmand District
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years' relevant experience in the areas of School Sport. Experience in the Sport Development continuum at administration, team management, coaching or technical officiating of schools and community sport in at least one sporting code. Experience of working with Sport and Recreation structure are essential. Good communication and organising skills. Ability to work under pressure, advance computer literacy is essential. Must be in possession of a valid code 08 driving license.
<u>DUTIES</u>	:	Coordinate the implementation of a schools sport league system in terms of the MPP Business Plan. Provide administration support to schools sport code structures with registration of schools, athletes to annual programme. Assist with the development and implementation of an athletes' participation and development plan. Maintain credible records of registered schools, code structures and athletes. Provide support with the preparation and hosting of tournaments, festivals and competitions. Maintain database of resources distributed to schools. Overall administrator of training and development programmes.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: 046 492 0223 / 083 340 0882

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

In line with Employment Equity Plan of the Gauteng Department of Economic Development, it is our intention to achieve equity in the workplace by offering opportunities for promotion and fair treatment through elimination of unfair discrimination. Previously disadvantaged groups are encouraged to apply, preference will be given to people with disabilities and female candidates. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : CVs must be forwarded to this email address Recruitment.DED@gauteng.gov.za only.
- CLOSING DATE** : 10 June 2019
- NOTE** : Applications must be submitted on Z83 forms, obtainable from any Public Service Department. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check, reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

MANAGEMENT ECHELON

- POST 18/214** : **DEPUTY DIRECTOR-GENERAL: BUSINESS REGULATION AND GOVERNANCE**
Directorate: Business Regulation and Governance

- SALARY** : R1 446 378 - R1 629 348 per annum (Level 15) (all-inclusive package)
- CENTRE** : Umnotho House Johannesburg
- REQUIREMENTS** : A Law Degree or Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA. 8-10 years' experience at Senior Management level. Ability to work at senior levels managing complex and diverse interests, spanning over diverse geographic, demographics and political spectrum. Proven ability to analyse, collate and interpret complex interrelationships governed by legislation. Proven ability to engage, support and interrogate internal and external stakeholders on governance obligations in a manner that provides for achievement of GDED's, short, medium and long-term requirements. Driver's License: code EB.

- DUTIES** : Collate strategic information required to develop a strategy, such historical information on regulation and governance trends in the Province, past strategies, baseline for good regulatory and governance requirements for the Department and the Province as well as GDED strategic requirements. Validate National and Provincial strategies on business regulation, previous strategy contents, budgets and performance indicators for relevance and develop a business regulation and Governance strategy and plan, supported by budgets and KPI's. Engage various internal and external stakeholders for input, buy in and or re-adjustments of the strategy. Facilitate approval of strategy and budgets. Develop an understanding of the gaps in the current processes, policies and procedures used in the implementation of Business Regulation and Governance matters as well as alignment with the aspirations of South Africa, the Province and GDED. Audit current systems, policies, procedures, gaps to evaluate appropriateness and impact on delivery of GDED's strategic objectives as well as compliance with relevant legislation and or governance frameworks. Design a process to develop processes, systems and procedures for critical areas identified as important to

have policies and procedures. Conduct a needs analysis for stakeholder engagement with Provincial Government Departments, Municipalities, Business, and Societal bodies on matters of Business Regulation and Governance. Engage provincial law enforcement authorities, such as SAPS, Metro Police and other law enforcement agencies to validate scope of relevant authorities and service level agreements. Compare and contrast with requirements for GDED, as well as Economic agenda of South Africa and the Province and develop an enforcement and compliance needs assessment. Develop guidelines and processes to address requirements identified on the needs assessment. Develop capacity building interventions to ensure that there is capability to implement enforcement of compliance with legislation, governance and related business mandates of the Province. Implement capacity building initiatives, monitor and refine for effective implementation. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through the GDED Governance structures. Execute and report as per approvals. Define employee needs of the Branch. Recruit, appoint, and develop employees. Performance manage, reward and discipline employees.

<u>ENQUIRIES</u>	:	Siphiwe Nhlapho Tel No: 011 355 8540
<u>POST 18/215</u>	:	<u>CHIEF DIRECTOR: STRATEGIC PLANNING AND MONITORING & EVALUATION</u> Directorate: Strategic Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package) Umnotho House Johannesburg
	:	An undergraduate qualification (NQF level 7) in Public Administration/ Business Management/ Leadership as recognised by SAQA. 5 years senior management experience, 5 years related experience in Strategic Planning, Monitoring and Evaluation. Driver's License.
<u>DUTIES</u>	:	Identify strategic information to be collated to develop strategic documents for the Chief Directorate. Interrogate existing policies and strategies to facilitate the development of improved strategies. Facilitate strategic planning sessions for the GDED in line with critical elements required for legislative and governance imperatives. Facilitate the approval of strategic planning documents. Provide guidance and advice to the GDED on GPG and National requirements for monitoring and evaluation. Facilitate the customization of the design and development of monitoring and evaluation framework. Consult all relevant stakeholders on the framework and get approval for implementation. Create a platform for adherence to integrated GDED institutionalized frameworks. Inform the design of strategic planning and monitoring and evaluation tools to be used in the GDED. Consult all relevant stakeholders on benchmarked best practice recommendations for implementation in the GDED. Facilitate the approval of recommended practices for implementation. Monitor the implementation of improved frameworks and tools for effectiveness. Determine the needs for capacity building in the GDED. Facilitate the development of training manuals. Consult, get approval for the implementation of capacity development interventions. Facilitate monthly, quarterly and annual reporting Provide a platform for the analysis of reports from branches and all levels within the GDED and provision of feedback to appropriate structures. Analyse and advise on monitoring and evaluation report finding and make recommendations on all projects and programmes. Manage risk and develop mitigating strategies. Take overall management and accounting responsibilities in respect of the financial, human and physical resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Siphiwe Nhlapho Tel No: 011 355 8540
<u>POST 18/216</u>	:	<u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT</u> Directorate: Chief Directorate: Human Capital Management 3 years performance based contract with a possible further extension of 2 years
<u>SALARY CENTRE</u>	:	R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package) Umnotho House Johannesburg

<u>REQUIREMENTS</u>	:	Appropriate B Degree (NQF Level 7) in Human Resource Management, Public Administration/Management, or equivalent as recognized by SAQA, a Master's Degree will be an added advantage. 5 years' experience at Senior Management level. Extensive working knowledge of public sector; Sound knowledge of the South African Constitution, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access to Information Act, Intergovernmental Relations Framework Act, Public Service Amendment Bill. A self-driven individual in a possession of the following skills and competencies: People Management Skills, Good verbal and written communication skills. Good inter-personal relations skills. Planning, analysis, conceptualizing and problem-solving skills. Change management skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing strategic human capital management services, develop and implement the Human Resource plan as well as Business partnering and performance Consulting. The incumbent will also be responsible for the management of the performance of the following Directorates: Human Resource Management and Organisational Efficiency. Human Resource Management include Human Resource Administration, Human Resource Development, Employee Health and Wellness, Labour Relations which ensures the promotion of sound employee relations. Organisational Efficiency include Organisational Development, which is responsible for the review and development of the organisational structure in line with the departmental strategic objectives, determination of appropriate remuneration, service delivery improvement and transformation. The incumbent will be a champion on the implementation of Employment Equity targets in line with national targets, gender, youth and disability mainstreaming of departmental programmes, projects and services.
<u>ENQUIRIES</u>	:	Lwandile Phaledi Tel No: 011 355 8526
<u>POST 18/217</u>	:	<u>CHIEF DIRECTOR: RE-INDUSTRIALISATION</u> Directorate: Chief Directorate: Re-Industrialisation 3 years performance based contract with a possible further extension of 2 years
<u>SALARY</u>	:	R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package)
<u>CENTRE</u>	:	Umntho House Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Economics as recognised by SAQA, a Master's Degree will be an added advantage. 5 years' experience at Senior Management level within an Economic / Business environment.
<u>DUTIES</u>	:	Manage the development of implementation frameworks and policies within the sectors, Develop and implement programmes and interventions intended to promote production of commodities with downstream development potential and align agricultural development with other development priorities. Establish a Gauteng Cluster to form part of a sunset of the South African Furniture Industry (SAFI). Foster investment in agro-processing supply chain and infrastructure to encourage value-addition. Ensure the development of market, accessibility and export promotion. Manage the development of programmes to assist small and rural producers to access inputs and markets. Facilitate regional government's access to the international markets and trade opportunities for small businesses in the sector. Support businesses by ensuring that SMME agro-processors comply with the number of stringent regulations and standards. Ensure improvement of production techniques and innovation through data sharing and benchmarking. Manage the development of implementation frameworks and policies within the sectors. Develop Government Infrastructure Plan that provide opportunities for local producer's involvement in the chemicals sector. Develop programmes to provide opportunities to adopt new recycling technologies and the expansion scheme recycling capabilities, including the development of energy-from-waste capacities. Ensure that the trade imbalance in the chemicals sector via the DTI's Flouro-chemical Expansion initiative, which is an attempt to increase beneficiation of the country's mined fluorspar is addressed. Manage the reduction of imports of strategic inputs to the sectors. Ensure identification and elimination of the industry's specific bottlenecks. Develop strategic to boost mining productivity and implement new measures to ensure the safety of miners and protection of machinery and equipment against damages. Develop mineral processing

equipment market and facilitate sourcing of member companies to supply the market. Identify strategic minerals feedstocks to be utilized in domestic sectors. Foster participation in infrastructure development and property maintenance projects including the real state sector. Promote township-based building material manufacturing enterprise. Develop frameworks and policies that are mutually beneficial and drive economic growth and value add for all. Partner with OEMs to train township residents with mechanical and technical skills to perform after –sale servicing and repairs. Partner with the mining industry to drive local production of catalytic converters for the vehicle and mining industries. Establish local assembly lines that will bring in much needed capital investment as well as create employment opportunities. Lobby for Tier 3 supplier opportunities for locally manufactured vehicles, by way of long-term purchasing partnership agreements. Ensure that procurement policies are in place to encourage the purchase of locally manufactures vehicles.

ENQUIRIES : Lwandile Phaledi Tel No: 011 355 8526

POST 18/218 : **DIRECTOR: MANUFACTURING (SECONDARY)**
Directorate: Chief Directorate: Sector and Industry Development

SALARY : R1 005 063 - R1 183 932 per annum (Level 14) (plus benefits)
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Degree in Economics, Development Economics, Engineering, Business Administration and or Master of Business Administration (NQF level 7) as recognized by SAQA, a Master's Degree will be an added advantage. 5 years' experience at Middle or Senior Management level. 3 to 5 years' experience in an economic development environment. Understanding of macroeconomic policies at National and Provincial level. Proven experience and exposure in the Manufacturing industries and implementation of socio economic strategies that stimulate the economy create growth in industries as well as improve employment.

DUTIES : Design Secondary strategies and plans for the following clusters of Manufacturing Industries: Machinery, Capital Equipment and Construction, Pharmaceuticals, Plastics and Chemicals; based on assessment of opportunities for economic growth and competitiveness, and consultations with relevant stakeholders, public and private. Develop policy recommendations for overcoming market barriers to expansion and commercialization of Secondary Sector technologies including market-based economic incentives and Secondary Sector finance mechanisms. Engage leading Secondary Sector investors for generating pilot projects in specific sectors such as jewellery making, agro-processing, steel making etc and conduct series of workshops on public-private partnerships and secondary sector investment. Develop policy recommendations for testing, standardization, and certification of technologies. Training on Secondary Sector economy market-based policy instruments and best practice models of finance and technology transfer practices Notes: Analysis of global trends in Secondary Sectors of the economy with focus on investments and fiscal instruments. Market analysis of scope for Secondary Sector economy in Gauteng including economic growth potentials in specific sectors. Market analysis of scope for growth of Secondary Sectors. Assessment of energy technologies development/transfer, market barriers and finance. Workshops with public/private sectors to explore potential of secondary sector economy in generating new high-value added opportunities, jobs, and improved economic competitiveness. Publication of a Secondary Sector Economy Report.

ENQUIRIES : Lwandile Phaledi Tel No: 011 355 8526

DEPARTMENT OF HEALTH

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

ERRATUM: kindly note that the post of Chief Clinical Technologist (Pulmonary) Grade 1 (for **Chris Hani Baragwanath Academic Hospital**) with Ref No: CHBAH 152 advertised in Public Service Vacancy Circular 16 dated 10 May 2019 has been withdrawn. Enquiries: Mr. MW Madondo Tel No: (011) 933-9412.

OTHER POSTS

<u>POST 18/219</u>	:	<u>MEDICAL OFFICER GRADE 3 (ORTHOPAEDIC UNIT) REF NO: 004054</u> Directorate: Clinical Services
<u>SALARY</u>	:	R1 089 693 – R1 362 366 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Medical Degree (MBCHB). currently registered with HPCSA as a Medical Practitioner. A minimum of 10 years' experience as a Medical Officer of which 5 years should be in the Orthopaedic Department. Good professional attitude/conduct, good communication skills, team work ability and good professional ethics.
<u>DUTIES</u>	:	The incumbent should be able to conduct orthopaedics surgical procedures independently. the incumbent will be responsible to run the out-patient department. willingness to teach junior staff members (Students and Medical officers). Demonstrate leadership skills. be able to work with various stakeholders.
<u>APPLICATIONS</u>	:	to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng street and Tsamaya Road, Mamelodi East.
<u>ENQUIRIES</u>	:	Dr M Thoabala-Motjope Tel No: (012) 841 0998
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/220</u>	:	<u>DEPUTY MANAGER NURSING PN-A8 (PHC) (X1 POST)</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R843 618 per annum (all-inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	A basic R425 qualification (i.e. Diploma/Degree) in nursing equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post qualification, with a duration of at least a one-year accreditation with the SANC of the specialties in (Primary Health Care or Advanced Midwifery) referred to glossary of terms. A minimum of 9 (nine) years appropriate/recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognized experience at management level. A Diploma/Degree Nursing Management/Administration will be an added advantage. A valid driver's license is essential.
<u>DUTIES</u>	:	Facilitate the planning and implementation of National and Provincial priority programmes in the District. Facilitate and support the planning and implementation of norms and standards for services provision across all services. Ensure that appropriate referral system are in place. Facilitate and implement outreach programmes and community-based services. Co-ordinated outbreaks responsibility. Support, monitoring and auditing of clinical services, including allied, PHC and programmes. Provide regular reports on service delivery with recommendations. Monitor and control the resources and budget allocated to health programmes. Advocate and Ensure promotions, nursing ethics and professionalism. Establish, maintain and participate in ensuring professional and multi-disciplinary teamwork that promotes efficient and effective health care. Sign performance contract on annual basis. Take part in Gauteng turnaround Strategy, PHC Reengineering, Establishment of the Sub-District and National Core Standards and Ideal Clinic Realization.
<u>ENQUIRIES</u>	:	Ms. M. Leonard Tel No: (016) 950 6168

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag X023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/221</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Directorate: Emergency Medical Service
<u>SALARY</u>	:	R733 257 per annum (Level 11) (package)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five years' experience in a management position within the Supply Chain environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM Framework, PPPFA, BBBEE, Knowledge of Microsoft Office, Excel, Word, and Power Point, SAP, Project management skills, Conflict management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision making skills. Report writing skills, Ability to analyse and interpret financial information, Ability to interpret policies and other prescripts, presentation skills, good verbal /written communication skills, Ability to facilitate workshops, provide training. Valid Driver's License required.
<u>DUTIES</u>	:	Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods & services within the Chief Directorate. Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile & distribute procurement reports. Provide all the reports from the SAP system as & when required. Provide technical support to the Chief Directorate's Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts. Deal with queries relating to processing of requisitions, orders & payments for goods & services within the SCM process. Contract Management and Asset Management. Assist with infrastructure projects.
<u>ENQUIRIES</u>	:	Mr KM Malebana Tel No: 011 564 2002
<u>APPLICATIONS</u>	:	must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685.
<u>NOTE</u>	:	Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/222</u>	:	<u>ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 07/2019 (X1 POST)</u> Directorate: Nursing (This is a re-advertisement. All candidates must re-apply)
<u>SALARY</u>	:	R614 991 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. Candidate must have a minimum of ten years appropriate experience as a nurse after registration with

		SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>ENQUIRIES</u>	:	MS M.E. Polo Tel: (016) 428 7130
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/223</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 (PULMONOLOGY) REF NO: CHBAH 154 (X1 POST)</u> Directorate: Cardiology
<u>SALARY</u>	:	R466 119 – R517 326 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	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. Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Competent in both adult and Paediatric Pulmonology health care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<u>DUTIES</u>	:	Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Pulmonology) and operational activities in the institution. Contribute to the development of the Clinical Technology Department and profession including participation in institutional, provincial and national conferences and committees. Supervision of activities of junior clinical technologists, including performance appraisal according to regulations of the public service. Perform administrative, operational and managerial duties as delegated. Participation in research activities, supervision and training of clinical technologist students. Responsible for orientation of new clinical technologists. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all equipment in the department. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Work as a member of the multi-disciplinary team. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the Chief Clinical Technologist is expected to attend relevant meetings and assume relevant functions of the HOD. Contribute to departmental planning,

		budgeting, monitoring and evaluation. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the Pulmonology Department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).
<u>ENQUIRIES</u>	:	Mr. MW Madondo Tel No: (011) 933 9412
<u>APPLICATIONS</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/224</u>	:	<u>OCCUPATIONAL HEALTH NURSE PRACTITIONER (PNB-1)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Diploma in general nursing/ National Diploma in Occupational Health Nursing qualification that allows for registration with the SANC. Dispensing license will be advantageous. A minimum of 7 years appropriate/recognisable experience in General nursing after registration as Professional Nurse with the SANC. One year post basic qualification in Occupational Health and Safety. 3- 5 years' experience in providing Occupational Health and Safety Services. Knowledge / course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and a changing environment. Work independently and good interpersonal skills. Knowledge of Basic Human Resource Management and financial management legal framework.
<u>DUTIES</u>	:	Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health services to Employees that lead to the promotion, protection and restoration of the employees' health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Do risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on

preventive measures against occupational hazards. Promotes health living and working conditions. Develop relevant Occupational Health and Safety protocols and SOP's. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

ENQUIRIES : Ms. L. Msiza Tel No: (016) 341 1203
APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

CLOSING DATE : 07 June 2019

POST 18/225 : **OPERATIONAL MANAGER PNB3 (PHC) (X2 POSTS)**
 Directorate: Sedibeng District Health Services

SALARY : R444 276 per annum (plus benefits)
CENTRE : Pontshong Clinic and Jameson Park Clinic
REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a professional nurse and proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care) referred to in the glossary of terms. A minimum of 9 (nine) years, appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period of referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. A degree and or diploma in Nursing Management/Administration will be advantage. A valid code 08/10/driver's license is essential.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with the nurses and other stakeholders (i.e. inter-personal, Interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinics.

ENQUIRIES : Ms. M. Leonard Tel No: (016) 950 6168
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

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

<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/226</u>	:	<u>NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 155</u> Directorate: Nuclear Medicine
<u>SALARY</u>	:	R395 703 – R452 445 per annum (Plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Registration with the HPCSA in nuclear medicine radiographer. 4 Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.
<u>DUTIES</u>	:	Render effective patient centered Nuclear Medicine service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
<u>ENQUIRIES</u>	:	Mr. M.P. Mthimkulu Tel No: (011) 933 8502
<u>APPLICATIONS</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/227</u>	:	<u>SPECIALTY NURSE, MATERNITY REF NO: NURSING 02/2019 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R383 226 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Advanced Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in

	nursing after registration as a Professional Nurse with the SANC in general nursing.
<u>DUTIES</u>	: Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
<u>ENQUIRIES</u>	: Ms ME Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	: Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
<u>NOTE</u>	: People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/228</u>	: <u>SPECIALTY NURSE, TRAUMA REF NO: NURSING 06/2019 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	: Grade 1: R383 226 per annum (plus benefits)
<u>CENTRE</u>	: Kopanong Hospital
<u>REQUIREMENTS</u>	: Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.
<u>DUTIES</u>	: Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
<u>ENQUIRIES</u>	: Ms ME Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	: Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
<u>NOTE</u>	: People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/229</u>	: <u>SPECIALTY NURSE, THEATRE REF NO: NURSING 01/2019 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	: Grade 1: R383 226 per annum (plus benefits)
<u>CENTRE</u>	: Kopanong Hospital

<u>REQUIREMENTS</u>	:	Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Operating Theatre Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.
<u>DUTIES</u>	:	Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
<u>ENQUIRIES</u>	:	Ms ME Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/230</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: SEB/OT/01/19 (X1 POST)</u> Directorate: Allied Management
<u>SALARY</u>	:	R317 976 per annum (All-inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	An occupational therapy degree with HPCSA registration as an Occupational Therapist. Candidates must have completed Community Service. Candidates must have physical knowledge regarding assessment and treatment. The candidates must be able to work under pressure and have good written and verbal communication skills. Have the ability and willingness to undertake various administration tasks, including and not limited to quality assurance audits and national core standards as well as attending meetings. The candidate must have good time management skills and be able to take responsibility for resources and consumables of department.
<u>DUTIES</u>	:	Render an Occupational Therapy Service including promotion and prevention campaigns in allocated area of work that complies with the standards and norms as indicated by Health Policies. Participate in quality assurance measures in own area of work. Participate in the formulation and review of strategies in occupational therapy services as required.
<u>ENQUIRIES</u>	:	Ms. Claudine Ndwambi Tel No: (016) 930 3000
<u>APPLICATIONS</u>	:	should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment
<u>CLOSING DATE</u>	:	07 June 2019

<u>POST 18/231</u>	:	<u>OCCUPATIONAL THERAPIST PSYC REF NO: SEB/OTS/01/19</u> Directorate: Allied Management
<u>SALARY</u>	:	R317 976 per annum (All-inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Occupational Therapy Degree, Registration with HPCSA as Occupational Therapist. Successful completion of Community Service. Candidates should have a sound knowledge of Occupational Therapy principles in acute Psychiatry, including assessment and analysis. Good verbal and written. Ability to work in a team. Ability to work under pressure. The ability to work closely with other disciplines.
<u>DUTIES</u>	:	Render and manage Occupational Therapy Services that comply with standards and norms. Sound Knowledge of Mental Health Care Act of 2002. Assessment of Psychopathology. Implement individual and group programmes. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Exercise care with equipment and consumables.
<u>ENQUIRIES</u>	:	Ms. Claudine Ndwambi Tel No: (016) 930 3000
<u>APPLICATIONS</u>	:	should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/232</u>	:	<u>PERSONAL ASSISTANT REF NO: PA/CMJAH/02/2019</u> Directorate: Clinical Services – Director's Office
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette to present the senior manager's office. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion.)
<u>DUTIES</u>	:	Provide administrative and overall secretarial/receptionist support o to the Clinical Director's office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computers, photo copiers, etc. Handles the procurement of

		standard items like stationary, refreshments etc. Remains abreast with the procedures and processes that apply in the office of the Clinical Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Drafts routine correspondence and reports if required. Collects all relevant documents to ensure the Clinical Director is prepared for meetings and understanding of cost containment. Supervision and coordination of clinical secretariat services.
<u>ENQUIRIES</u>	:	Ms L. Senyolo Tel No: 011 488 4777
<u>APPLICATIONS</u>	:	should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/233</u>	:	<u>PERSONAL ASSISTANT REF NO: PA/CMJAH/03/2019</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette to present the senior manager's office. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion.)
<u>DUTIES</u>	:	Provide administrative and overall secretarial/receptionist support to the Supply Chain Director 's office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computer, photo copiers, etc. Handles the procurement of standard items like stationary, refreshments etc. Remains abreast with the procedures and processes that apply in the office of the Supply Chain Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Drafts routine correspondence, presentations and reports if required. Collects all relevant documents to ensure the Supply Chain Director is prepared for meetings.
<u>ENQUIRIES</u>	:	Ms L. Senyolo Tel No: 011 488 4777
<u>APPLICATIONS</u>	:	should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D,

and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/234 : **ADMINISTRATION OFFICER (CASE MANAGER) REF NO:**
CASEMAN/CMJAH/04/2019
Directorate: Finance

SALARY : R257 508 (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Diploma / Degree in Health-related field. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Mathematical skills, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Knowledge of legal frameworks on National Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS procedure coding, Patient Administration Procedure Manual, ICDIO coding (certificate /experience, computer (Microsoft Office, MS Word, MS word, MS Excel) will be added advantage. A driven, customer focused individual with excellent planning, organising, training communication (verbal and written) and reporting skills will be added advantage. Good interpersonal relation, training skills, decision making skills and being able to work under pressure and a team player will be added advantage).

DUTIES : Application of clinical knowledge in the risk management (financial and clinical) of patients in terms of length of stay, Level of care, clinical updates, ICDIO Coding, procedure coding and cost benefits available, identification of billable services, treatment care plans, chronic disease case management, promote smooth transition of care discharge planning to protect patients from unnecessary costs. Communicate with funders, patients and multidisciplinary health care team. Audit patient's accounts. Manage rejections /short payments and report on them. Train hospital officials on the utilisation of the charge sheet. Keep electronic and physical records. Reporting. Ensure compliance with regulations, prescripts and policies of the department.

ENQUIRIES : Ms. C. Veran Tel No: 011 488 4382
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/235 : **FINANCIAL CONTROLLER**

SALARY : R257 508 per annum (plus benefits)
CENTRE : Midrand
REQUIREMENTS : Grade 12 certificate with appropriate National Diploma or Equivalent in Finance with relevant three-year experience in financial management. Well conversant with legislation regulating Financial Management (Treasury Regulations and PFMA). Knowledge of PERSAL, BAS and SAP, analytical, financial management,

	interpersonal, communication, organizing, planning and problem-solving skills Computer literacy.
<u>DUTIES</u>	: Ensure that suppliers are paid within 30 days as required by legislation. Maintain commitment register for payment and internal control measures. Ensure that misallocations are cleared to the correct accounts on monthly basis and expenditure is aligned to budget. Ensure that all payments, journals sent for processing are being processed in accordance with SLA. Ensure that supplier's statements are reconciled. Perform monthly reconciliations (PERSAL/BAS, MEDSAS/BAS, SAP/BAS and Cell phone expenditure). Manage EMS Petty Cash. Compile and submit IYM on a monthly basis. Keep electronic and physical accounting records. Respond to audit queries. Perform other finance related duties. Manage performance and development of staff.
<u>ENQUIRIES</u>	: Bridgett Peloane Tel No: (011) 564 2017
<u>APPLICATIONS</u>	: must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House, 1685.
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/236</u>	: <u>MATERIAL RECORDING CLERK (STORES) (X1 POST)</u>
<u>SALARY</u>	: R257 508 per annum (plus benefit)
<u>CENTRE</u>	: Midrand
<u>REQUIREMENTS</u>	: Grade 12 or National Diploma/Degree in Public /Financial or Supply Chain Management or equivalent qualification with three (3) experience in Supply Chain Management. Knowledge of PFMA, Treasury regulation, SAP, Excel, SCM and store policies. Problem solving and interpersonal skills. Must be able to work under pressure. Valid driver's license.
<u>DUTIES</u>	: Ensure that all transactions are accurately recorded in tally cards. Management of all receipts and issues. Provide advice and support to line managers on procurement processes. Identify risks and develop measures to minimise risks within SCM. Ensure that disposal is conducted on monthly basis. Check compliance to procurement procedures. Conduct monthly stock taking, travel around the province on regular basis for support visit and inspection. Willingness to work under pressure. Compile management reports. Consolidate reconciliation report for the entire district. Ensure safe keeping of all stock and stock records. Attend to queries from clients and auditors general. Monitor all stores around the province. Manage subordinates.
<u>ENQUIRIES</u>	: Mrs. D. Matsimela Tel No: 012 356 9011
<u>APPLICATIONS</u>	: must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/237</u>	: <u>PHARMACY ASSISTANT POST BASIC GRADE 1 REF NO: 04/2019 (X1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	: R208 383 per annum (plus benefits)
<u>CENTRE</u>	: Kopanong Hospital
<u>REQUIREMENTS</u>	: Grade 12 plus a qualification that allows registration with SAPC as a Post basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.
<u>DUTIES</u>	: Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must

be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : MS Rademan AE Tel No: (016) 428 7075
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 07 June 2019

POST 18/238 : **HUMAN RESOURCE CLERK: HRM (X2 POSTS)**

SALARY : R173 703 per annum (Level 05) (plus benefit)
CENTRE : Midrand
REQUIREMENTS : Grade 12 certificate or NCV equivalent with experience in human resources administration. Sound knowledge of Human Resource policies and the interpretation thereof. Good knowledge of the PERSAL system and computer literacy. Good interpersonal and communication skills (verbal and written). Ability to work under pressure. Be able to keep confidentiality. Ability to work independently.

DUTIES : The successful candidate will be responsible for providing human Resources administrative support by capturing leave, administer human resource practice-Condition of services, Housing, Medical Aid, Long service recognition, Injury on duty, relocation, overtime allowances, pension, appointments, transfers, verification of qualification, reference checks, attend to queries and provide filing of documents. Accept greater responsibility when requested).

ENQUIRIES : Ms. Ndhlovu T Tel No: 011 564 2262
APPLICATIONS : must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand
CLOSING DATE : 07 June 2019

POST 18/239 : **ADMINISTRATION CLERK REF NO: CRECON/CMJAH/05/2019**
 Directorate: Finance Department (Credit Controller)

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience (Good organising and time management skills, Conflict management skills, Ability to work under pressure, be able to deal with confidential information and apply good judgement, ability to work independently and be to meet deadlines).

DUTIES : Invoice and follow up on outstanding external funders debt, attend to rejected claims resolve queries, manage own ledger, ensure allocations of payments make copies scan and faxing outstanding claims. Submit stats of ledger on a weekly and monthly basis.

ENQUIRIES : Ms. N. Ntshebe Tel No: 011 488 4072
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/240</u>	:	<u>SECRETARY REF NO: SEC/CMJAH/06/2019</u> Directorate: Clinical Executive and Nursing Manager's Office
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent, or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer literacy and knowledge / experience on Ms. Word, Excel and Power Point and typing skills, Good interpersonal skills and telephone etiquette. Knowledge of patient rights and Batho Pele Principles. Be able to work independently and as part of a team. Ability to function under pressure. Be assertive and presentable. At least 12 months experience as a secretary in a hospital environment).
<u>DUTIES</u>	:	Responsible for overall administration of the manager's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshop and typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the manager's office. Making travel and accommodation arrangements as well as processing of all substance and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments and understanding of cost containment.
<u>ENQUIRIES</u>	:	Ms. L. Senyolo Tel No: 011 488 4777
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/241</u>	:	<u>ADMIN CLERK (ASSET)</u> Directorate: Admin
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg hospital

<u>REQUIREMENTS</u>	:	Grade 12. Knowledge of asset management will be advantageous. Knowledge of policies and procedures in asset management. Good written and verbal communication skills, computer literacy. Knowledge of 6 quality priorities.
<u>DUTIES</u>	:	Barcoding of new acquisitions and replace barcodes. Conduct Asset verification/stock take. Monitor and identify assets that are due for disposal. Compile disposal list and complete disposal register. Compile and complete disposal certificate. Scribe for meetings. Do follow-up on outstanding orders and repairs. Assist in the drafting of specifications and assist in obtaining quotations. Follow-up on repairs with service providers. Issue new and repaired assets to end-users. Communicate with end-users on progress status. Request technical reports for assets for condemnation. Attend to enquiries regarding assets and technical aspects. Filing of documents, invoices, job cards and quotations. Update all registers ie. Lease, cell phone, lost control, maintenance and disposal register. Perform BAS/Asset Register reconciliations, maintain database of service providers and attend trainings and workshops.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P.L. Potgieter Tel No: (016) 341 1290
	:	should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/242</u>	:	<u>DATA CAPTURER (DHIS)</u> Directorate: Admin
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (plus benefits)
	:	Heidelberg hospital
	:	Grade 12. Knowledge of Web DHIS, experience in data management will be an added advantage. Understanding of health information processes and procedures will be advantageous. Good communication and interpersonal skills. The incumbent must be computer literate, including excel, word and power point. Ability to function in a team.
<u>DUTIES</u>	:	To ensure that correct patient information is gathered to facilitate reporting. Maintain electronic records and manual records of all data used for reporting. To monitor and evaluate quality of the submitted data and ensure that discrepancies are corrected with service points before capturing (verifying the data). Monthly capturing and analysis of data on web DHIS. Other duties that the hospital might require. Communicate effectively with personnel, supervisors and managers at data generation points. Provide health information training to personnel. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information System (DHIMS) policy. Comply with National Core Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Msiza Tel No: (016) 341 1203
	:	should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/243</u>	:	<u>ADMIN CLERK (HUMAN RESOURCE REGISTRY)</u> Directorate: Admin
<u>SALARY CENTRE</u>	:	R173 703 per annum (plus benefits)
	:	Heidelberg hospital

<u>REQUIREMENTS</u>	:	Grade 12. The ability to capture data and collate administrative statistics. Sound knowledge of PERSAL would be an advantage. Knowledge of Interpretation and implementation of Human Resource policies, Acts and directives. Computer literacy. Excellent communication (verbal and writing) skills. Excellent administrative skills (planning, organising and coordinating). Good interpersonal relations.
<u>DUTIES</u>	:	Recording of incoming and outgoing mail. Making photostat copies and scan documents. Send emails. Responsible for payrolls and payslips. Filing of circulars, policies and personnel documents. Handling of various administration aspects within Human Resource e.g. Leave management, PILIR, Processing of transactions on Persal, verifications on Persal. Verification of attendance registers and leave forms. Recruitment and selection, PMDS, allowances, Medical Aid, Injury on duty, Payroll verification, GEHS, filing and registry. Compile data and reports. Must work Independently. Comply with National Core Standards. and in a team.
<u>ENQUIRIES</u>	:	Mrs. L.F. van der Linde Tel No: (016) 341 1285/6
<u>APPLICATIONS</u>	:	should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/244</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRMCLER/CMJAH/0007/11/18</u> Directorate: Human Resource Department Re-Advertisement (candidates who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R173 703 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; HR matters, Training, Data capturing, Administration procedures relating to HR working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer Literacy. Introduction to Persal certificate. Knowledge of Performance Management Development System, Determination on Leave of absence, Special/ Sabbatical Leave, Public Service Act, Public Service Regulations and relevant prescripts, Skills Development Act, Basic Condition of Employment Acts, Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa. Communication, Problem solving, Presentation, People Management and Records Management Skills).
<u>DUTIES</u>	:	Implementation of Human Resource practices i.e. Condition of Service (Leave, Housing, Medical Aid, Injury on duty, Long Service recognition, relocations, Overtime, Pension Pay- out and other allowances, Recruitment and Selection (Advertisement, Appointments, Transfers, Verification of Qualification, Reference checks, Absorptions, Probationary Periods). Serve as a secretary during interviews. Administration of PMDS processes e.g. capturing of PMDS on PERSAL, conducting PMDS audit payments. Assist with Coordination of Trainings and processing of Special leave. Assist with PILIR processes. Records management. Implementation of ESS programs. Assessment and management of ESS system pertaining to assignment of staff, termination of assignments, capturing of leave on the backend (SAP), online payroll certification administration

		and all other aspects pertaining ESS an SAP system administration. Personnel file management and administration to scanning of documents, indexing of scanned documents, quality checking of scanned documents and box filing of documents.
<u>ENQUIRIES</u>	:	Ms. M. Ndlovu Tel No: 011 488 3762
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/245</u>	:	<u>REGISTRY CLERK REF NO: REG/CMJAH/07/2019</u> Directorate: Logistics Department
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer literacy with knowledge of the Microsoft Office applications. Communication skills; Writing skills; Customer relations skills; and problem-solving skills. Be able to work under pressure, a team player and ability to work independently. Knowledge of Batho-Pele principles and six ministerial priorities. Training and knowledge in Records Management.
<u>DUTIES</u>	:	Manage records in accordance with the Records management Policy and the National Archives Act prescripts. Make photocopies of documents for authorized employees and the relevant departments in the hospital. Process applications for parking by employees. Send out circulars and notices to employees using the messenger services or electronically by way of computers. Ensure that the Registry Office Machinery is maintained and in good working order. Receive inbound mail/articles and sent out outbound mail/articles in accordance with the Department of Health Registry Procedure Manual. Ensure that the Franking machine is always reset with the correct postage tariffs for the Year. Keep accurate records of important documents physically or electronically and statistical data that will be used in monthly reports.
<u>ENQUIRIES</u>	:	Mr. S. Sithole at 071 674 6894
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019

<u>POST 18/246</u>	:	<u>ADMINISTRATION CLERK REF NO: HRADMINCLER/CMJAH/08/2019</u> Directorate: Human Resource Management Department
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; HR matters, Training, Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Skills: statistics, mathematical skills, organizational skills, communication, verbal and presentation skills. Interpersonal skills. Problem solving skills. Knowledge of statistics. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Ability to handle problems and work under pressure. Ability to work individually and be a team player. Knowledge of the Labour Relations field. Formulation and editing reports/minutes.
<u>DUTIES</u>	:	Perform all administrative duties in the Labour Relations Unit, handle enquiries and complaints, process grievances, capture all cases received and ensure that all records are safely kept. Provide monthly reports and make logistical arrangements of cases, disputes and meetings. Compile and submit reports and minutes. Filing and retrieval of documents. Ensure abscondment procedures are followed. Assist with training needs. Ensure that the unit is in compliance with the National Core standards.
<u>ENQUIRIES</u>	:	Mr. E. Khumalo Tel No: 011 488 4426
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/247</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: FSS/CMJAH/10/2019</u> Directorate: Human Nutrition
<u>SALARY</u>	:	R145 281 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Abet where applicable. Between 5-10 years' experience of working in a hospital Food Service unit. Knowledge of a limited range of work procedures such as, Food service work, equipment, working procedure in respect of working environment. Courier services, and catering. Interpersonal relationship, Numerical skills, organising, literacy and Good communication skill. Routine verbal exchange of information requiring helpfulness and politeness. Should be willing to work shifts and public holidays. Be able to work in a team and under stressful conditions. Appropriate knowledge of food preparation and large scale (as per core). Knowledge of basic preparation of food for therapeutic diets and operating food service equipment. The following will be and added advantage: Sound communication, leadership skills (ability to supervise) Awareness of Batho Pele Principles and basic computer literacy.
<u>DUTIES</u>	:	Supervision of food service tasks performed by Food service aids in areas in the main kitchen and ward kitchens. Be cost aware and practice stock control and complete daily control of stock cards and issuing of supplies. To supervise over food provisioning and food preparation in the fresh preparation areas and frozen meals area in the main kitchen. Can also be responsible for supervision over the reconstitution of frozen meals in the ward kitchens and distribution of reconstituted meals and beverages to patients in wards. To monitor stock allocated to each

section. Monitor stock levels in Ward kitchens. Liaison with nursing staff regarding patient amounts and diets. Supervision, evaluation, and disciplining of subordinates (Food Service Aids), ensuring sound communication and assisting with problem solving. Plan staff according to duty rosters and complete weekly work schedules. Monitor hygiene and safety practices and ensure that PPE regulations are implemented. Complete weekly reports of effective functioning and maintenance of equipment in the Food Service Unit, reporting to Food Service Manager. Assist Food Service Manager with Human Resource administration / leave and registers of subordinates as well as the implementation of in-service and continuous training, annual performance evaluation and rotation of Food service aid in relevant areas where necessary.

<u>ENQUIRIES</u>	:	Ms. S. Rodrigues Tel No: 011 488 3833
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/248</u>	:	<u>DRIVER REF NO: DRI/CMJAH/11/2019</u> Directorate: Logistics
<u>SALARY</u>	:	R145 281 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Abet where applicable. Be in possession of a valid driver's license with a valid PDP. Willing to renew PDP at own expense. Be prepared to undergo drivers pre-testing exercise. Knowledge of a limited range of work procedure and elementary duties such as: working procedures in respect of working environment, equipment and courier service. Have Numeracy, Good communication skills, interpersonal relationship and driving skill. Ability to work independently and Be prepared to work shifts and work under pressure. Knowledge and understanding of customer care (Batho Pele Principles) excellent verbal and writing will be an added advantage.
<u>DUTIES</u>	:	Vehicle inspection before taking any trip. Provide 24 hours service to the institution. Be prepared to rotate and work shifts. Transport patients and staff members to and from different destinations around Gauteng as prescribed by the transport manager. Proper maintenance of vehicles by ensuring that the vehicle is on roadworthy condition. Filling records, completing a log sheet and ensuring that petrol slips are recorded after each trip, reporting any damage to the damages to the supervisor and manager as it happens within 12 hours. Transporting of theatre staff and all hospital staff members that are doing emergency cases and on standby.
<u>ENQUIRIES</u>	:	Ms. P. Maruping Tel No: 011 488 3519
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019

<u>POST 18/249</u>	:	<u>PORTER REF NO: 03/2019 (X2 POSTS)</u> Directorate: Patient Activity
<u>SALARY</u>	:	R102 534 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.
<u>DUTIES</u>	:	Transport patients to different service points within the hospital. Checking and ordering of the oxygen cylinders. Collecting of midnight returns and discharged patient's files from the ward on a daily basis. Removal of corpses from the wards and admit them in the mortuary register. Ensure that the corpses are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patient use all the time. Respond promptly to telephone messages and queries.
<u>ENQUIRIES</u>	:	MS L Phaswana Tel No: (016) 428 7111
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/250</u>	:	<u>OPERATOR REF NO: 05/2019 (X2 POSTS)</u> Directorate: CSSD
<u>SALARY</u>	:	R102 534 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.
<u>DUTIES</u>	:	Deliver and fetch theatre trolleys. Collect and issue sterile stock. Sort instruments, bowls after operations. Unpack and wash used trolleys from theatre. Clean and sterilize instruments and machines. Check sterile stock on shelves. Restore shortages of stock. Check, control and ensure that the expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns. Keep records of all equipment issued out of CSSD. Assist with statistics of sets and packs used for the day. Clean the autoclaves.
<u>ENQUIRIES</u>	:	MS Libambo KR Tel No: (016) 428 7088
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/251</u>	:	<u>MESSENGER REF NO: MES/CMJAH/12/2019</u> Directorate: Logistics
<u>SALARY</u>	:	R102 534 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	ABET where applicable. Knowledge of a limited range of work procedure such as messenger, working procedure in respect of working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate work shifts. Knowledge of Batho Pele Principles will be an added advantage.
<u>DUTIES</u>	:	Provides a 24 hours support service to the Hospital, Collecting TTO's from wards to Pharmacy. Collecting ward stock boxes from the ward to Pharmacy level 4. Collecting drug books, JH paper to Pharmacy and delivered to the wards. Collecting blood from Blood Bank to the wards. Collect medical files from casualty

		towards when requested. Collection of specimen from the wards to the blood bank. Collection of VA 2 forms from the wards to the stores department. Safe keeping of trolleys, deliver files from casualty and records management.
<u>ENQUIRIES</u>	:	Ms. P. Maruping Tel No: 011 488 3519
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/252</u>	:	<u>LINEN ASSISTANT REF NO: LIN-ASS/CMJAH/13/2019</u> Directorate: Logistic Department
<u>SALARY</u>	:	R102 539 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	ABET where applicable. Knowledge of a limited range of handling linen, equipment, working procedure in respect of linen working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labor. it is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	:	Collection and distribution of clean, soiled linen in the wards and other areas in the hospital on daily basis. Receiving of linen from the laundry, counting, sorting and distributing clean linen to the wards, clinics and theatres. Washing, sluicing and ironing of linen in the linen room. Taking instructions from the supervisor and participate in team work.
<u>ENQUIRIES</u>	:	Ms. M. Rasenyalo Tel No: 011 488 3757
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/253</u>	:	<u>PORTER REF NO: POR/CMJAH/14/2019</u> Directorate: Logistic Department
<u>SALARY</u>	:	R102 539 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	ABET where applicable. Knowledge of a limited range of pottering work, working procedure in respect of Porters working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate, work shifts. Customer relations and problem-solving skills will be an added advantage. It is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	:	Provide 24-hour pottering services to the hospital. Take patients to and from different areas to their destinations. Collect and clean wheelchairs and stretchers. Helping with transporting of corpses to the mortuary should a need arise or as per

management instructions. Ensure that emergency stretchers and wheelchairs are ready at all times, dressing clean stretchers with clean linen. Assist with loading and offloading of patients from ambulances and private cars. Taking instructions from the supervisor and participate in team work.

- ENQUIRIES** : Ms. M. Rasenyalo Tel No: 011 488 3757
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 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.



- APPLICATIONS** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 07 June 2019
- NOTE** : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all 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.

OTHER POSTS

- POST 18/254** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLES (X2 POSTS)**
Directorate: Financial Governance
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification or National Diploma in Financial Management or Accounting; 3 - 5 Years' experience in Accounts Payable Environment; 1 – 2 years' experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.
<u>DUTIES</u>	:	Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the accounts payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card Supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe Tel No: (011) 227 9000
<u>POST 18/255</u>	:	<u>SENIOR ASSET OFFICER</u> Directorate: Assets Management: CFO
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma or Degree, in Finance/Supply Chain Management/Public Administration. 1 – 2 years' experience in asset management. Completion of the GPT SAIPA programme will be added advantage. This position will suit person good interpersonal, communication, negotiation, organising and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.
<u>DUTIES</u>	:	To provide asset management services to the department. Manage fixed and moveable assets for the GPT. Perform reconciliation between BAS and Asset Management systems. Conduct asset verification, spot checks, asset identification, barcoding of assets, management of movements of assets and regular updates of the asset register. Reconcile the asset verification and the asset register to ensure optimal utilisation of assets. Manage the consumable stores by maintaining the controls i.e. re-order levels and stock takes.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: (011) 227 9000
<u>POST 18/256</u>	:	<u>RISK OFFICER: INTERNAL RISK MANAGEMENT</u> Directorate: Internal Risk Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification (as recognised by SAQA) e.g. National Diploma in Risk Management or Auditing or Accounting. 1- 2 years' experience in Risk Management environment. Knowledge of government legislation would be advantage. Knowledge of customer relationship in a shared services environment.
<u>DUTIES</u>	:	Raise risk awareness across Department and ensure that the implementation of risk management processes in the Department. Assist in facilitating risk identification and assessment and capture the information on all risk registers that include BarnOwl software. Monitoring of action plans. Provide support to the Risk

and Ethics Management Committee. Adherence to Departmental Policies and Procedures.

ENQUIRIES : Mr Sihle Hlomuka Tel No: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 07 June 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 17/257 : **SOCIAL WORK MANAGER**

SALARY : R794 889 - R1 100 325 per annum (within the OSD Framework)
CENTRE : Mary Moodley Child and Youth Care Worker Ref No SD/2019/05/70 (X1 Post)
Soshanguve Secure Care Centre Ref No: SD/2019/05/71 (X1 Post)
Ga Rankuwa Rearabilwe Child and Youth Care Centre Ref No SD/2019/05/72 (X1 Post)

REQUIREMENTS : Degree in Social Work. A minimum of 10 years' working experience. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understanding of social dynamics, human behaviour and social systems, social legislation, policies, ethical practices governing field and intake programmes and social work empowerment interventions. Must be non – judgemental, understanding, assertive, caring, creative, ability to generate practical ideas and solutions and critical thinking. Skills and Competencies: Communication, ability to intervene and resolve conflict of a complex nature, planning and organizing work for junior staff, project management, research and report writing skills.

DUTIES : Provide guidance on social work legislation for implementation in areas of Place of Safety. Manage social work interventions. Develop operational plan for social work intervention for place of safety. Develop problem solving intervention for individuals, groups, families and communities. Monitor and evaluate social empowerment programmes to individuals, groups, families and communities. Conduct social work research programmes. Design social work research methodology for intake and field programmes. Develop stakeholder support programmes.

ENQUIRIES : Mr M Radingoana Tel No: (011) 964 8700- Ms A Maluleke Tel No: (012) 730 2015/12. Mr M Netshikulwe Tel No: (012) 700 9444

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development. Mary Moodley Child and Care Centre -Corner Dewald Hatting and Tsesebe Street Apex Benoni for Attention-Mr M Radingoana Tel: (011) 964 8700
Soshanguve Secure Care Centre- Southpan Road, Soshanguve for attention Ms A Maluleke (012) 730 2015/12.
2829 Sedumedi Street Zone 2 Garankuwa Mr M Netshikulwe (012) 700 9444

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<u>POST 18/258</u>	:	<u>SOCIAL WORK POLICY MANAGER: HIV/AIDS AND ECB REF NO: SD/2019/05/73</u>
<u>SALARY</u>	:	R794 889 - R1 100 325 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work Policy Development. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Conversant with legislation and policies pertaining to Social Welfare Services and the HIV /Aids field. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer illiterate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills.
<u>DUTIES</u>	:	Facilitate and manage the overall Departmental HIV/Aids Programme. Oversee and control the HIV/Aids budget. Make decisions, provide guidance and facilitate the development of the HIV/Aids Sub - directorate. Represent the Department at interdepartmental and intersectoral meetings and forums. Provide feedback to Executive management on an ongoing basis. Finalize the policy document for the Department, manage and facilitate the implementation of HIV/Aids legislation and policy. Manage, control, monitor and evaluate the operational processes. Ensure that HIV/Aids is integrated in all the line functions in the Department and welfare sector. Undertake and commission research in the development of community - based models that include prevention and care.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel No: (011) 355 7937
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr O Mkhabela, Tel No: (011) 355 7937
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/259</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2019/05/67</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Human Resource Management/Human Resource Development with 3-5 years' experience in Human Resource Development environment in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. Knowledge and understanding of Legislative Framework governing the Training and Development practice in the Public Services. Knowledge and understanding of systems, procedures and processes regulating Human Resource Development in the Department. Skills and Competencies: Must be development and change oriented individual, strategic thinker, honesty and integrity, Performance and Self Driven, Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, Problem Solving, People management and Empowerment skills.
<u>DUTIES</u>	:	Management and coordination of a work place skill plan. Attend regular consultation sessions with SETA on the implementation and monitoring of a Workplace Skills Plan. Management of Departmental Skills Programmes. Facilitate Departmental Skills Development Forums' activities. Management of Training and Development Budget. Monitor expenditure against training budget. Coordination of Performance Management and Development functions. Manage the compliance monitoring to Performance Management and Development

		procedures and processes by staff in the Department. Management of Departmental Induction Programme. Manage the rollout of Departmental Induction Programme to newly appointed staff. Management of Sub-Directorate. Manage staff performance and development, leave, discipline and grievances.
<u>ENQUIRIES</u>	:	Ms I Mantome Tel No: (011) 227 0105
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms I Mantome Tel No: (011) 227 0105
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/260</u>	:	<u>DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF: SD/2019/05/68</u>
<u>SALARY</u>	:	R733 257 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three year National Diploma in Human Resource Management with 3-5 years' experience in the field of Human Resource environment. A valid driver's license. 3 years' management/supervisory experience. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.
<u>DUTIES</u>	:	Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordinate regional records management system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralisation plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.
<u>ENQUIRIES</u>	:	Ms N Pete Tel No: (011) 820 0332
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400
<u>FOR ATTENTION</u>	:	Ms N Pete, Tel- (011) 820 0332
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/261</u>	:	<u>DEPUTY DIRECTOR: NPO FINANCING REF NO: SD/2019/05/69</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	West Rand Region
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Accounting and Financial Management. A relevant post-graduate qualification will be advantageous. 3-5 years' experience in the field of accounting & financial management or monitoring & compliance. 3 years' management/supervisory experience. A strong background and/or knowledge in monitoring & evaluation will be required. A Valid driver's licence. Knowledge and understanding of PFMA, Policy on Financial Rewards and other policy and legislative frameworks regulating NPO funding in the public. Knowledge and understanding of Departmental NPO funding processes and procedures and Treasury Regulations. Skills and Competencies: Good communication, financial management, report writing and leadership skills.
<u>DUTIES</u>	:	Provide strategic leadership, direction and mentorship to the Head Office and Regional Office units on all NPO matters. Oversee and support the overall functioning of all Regional Office Units. Develop and update the provincial Financial Policy and Funding Guidelines. Continuously develop relevant and cost-efficient costing models for all funded programmes delivered by NPOS. Ensure

		timely compilation of a consolidated/provincial proposed approved budget for Executive Management for final authorization. Create new and existing Budget Products (SUBSIDY RATES) on Supatsela. Consolidate and analyse the reconciliation (RECON) reports from Regional Offices for any variances such as outstanding subsidy payment. Prepare quarterly comprehensive reports for various stakeholders such as Legislature, Departmental Quarterly report, Treasury etc. Manage staff development and training. Distribute workload to staff. Monitor and analyse monthly reports from staff.
<u>ENQUIRIES</u>	:	Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to- Private Bag X 2068, Krugersdorp 1740.
<u>FOR ATTENTION</u>	:	Mr RS Makgorogo, Tel No: (011) 950 7803
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/262</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) GRADE 1</u>
<u>SALARY</u>	:	R383 226 – R579 696 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Zanele Mbeki Frail Care Centre Ref No: SD/2019/05/74 (X2 Posts) Dr Fabian and Florence Ribeiro Treatment Centre Ref No: SD/2019/05/75 (X1 Post)
<u>REQUIREMENTS</u>	:	A Diploma/Degree in Nursing or equivalent qualification plus qualification in Primary Health Care that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Current registration with South African Nursing Council (SANC) as a Professional Nurse. Skills & competencies required: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.
<u>DUTIES</u>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms Z Nhlapo Tel No: (011) 817 7303 Ms S Hutchinson Tel No: (012) 734 8377
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development: Zanele Mbeki Frail Care Centre , 3 Vlakfontein Road, Dunnotar, 1496 for attention Ms Z Nhlapo Tel: (011) 817 7303 Dr Fabian and Florence Ribeiro Treatment Centre , Zonderwater Road, Next to
<u>POST 18/263</u>	:	<u>ASSISTANT DIRECTOR (REGIONAL SERVICES AND INSTITUTIONS)</u> <u>SERVICE DELIVERY REF NO: SD/2019/05/76</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification with 3-5 years' experience in Service Delivery improvement environment in the Public Service. A Valid driver's license. Knowledge and understanding of legislative framework governing the Transformation of Service Delivery practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Regional Service Delivery Model, systems, procedures and processes applicable in the Department. Must People Centred and Development oriented individual, Honest and Integrity, Performance and Self driven. Skills and Competencies: Must have

<u>DUTIES</u>	:	Facilitation, Consultation, Leadership, Communication, Finance Management, Consultation, People management and Empowerment skills.
	:	Rendering support to the Chief Directorate in the implementation of departmental programmes, Coordinate, consolidate and submit operational plans for Regions. Facilitate service delivery review sessions. Consolidate and analyse monthly reports from the Regions. Refer and follow-up reported cases with Regions. Submit responses on Presidential and Premier hotline cases to Monitoring and Evaluation and Premier's office. Coordination and Consolidation of calendar events. Analyse the state of the Province Address. Collate Regional inputs on annual calendar events. Collation of Rural nodes reports. Analyse and consolidate rural nodes reports. Submit rural nodes reports to Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Ms S Moloi Tel No: (011) 227 0062
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to - Private Bag x35, Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Ms S Moloi Tel No: (011) 227 0062
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/264</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION AND AUXILIARY SERVICES REF NO: SD/2019/05/77</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Soshanguve Secure Care Centre
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Public Administration/Human Resource Management /Finance Management/Supply Chain Management with 3-5 years' experience in general Administration environment in the Public Service. A valid driver's license. Knowledge of legislation, and Policy framework governing Human Resources /Financial Management/Supply Chain/ Facilities Management in the Public Sector. Skills and Competencies: Financial Management, Supply Chain Management and Report writing skills.
<u>DUTIES</u>	:	Manage HRM, finance and supply chain functions. Oversee general administration support functions including, food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects in the institution. Coordinate the implementation of Occupational Health and Safety Programme.
<u>ENQUIRIES</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to Soshanguve Secure Care Centre, Southpan Road, Soshanguve
<u>FOR ATTENTION</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/265</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2019/05/78</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification at NQF level 6. Middle management and leadership experience. Demonstrated experience in Information Technology field. A minimum of 3-5 years' experience in middle management level. A valid drivers' licence. Knowledge and understanding of the legislative frameworks governing the Public Services and PFMA. Skills and Competencies: Strategic planning, information systems, financial management, policies, procedures, legislation, Project management, report writing, planning and organising, coordination and communication skills.
<u>DUTIES</u>	:	Analyse business requirements. Identify additional needs and gaps. Prepare business requirement analysis reports. Alignment of systems to business requirements. Design business and systems process maps. Design testing methods and conduct testing on proposed changes. Verify system functionality and implement system changes. Design training manuals, system change management plans and provide support to users.
<u>ENQUIRIES</u>	:	Ms C Mabaso Tel No: (011) 355 7971

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Ms C Mabaso Tel No: (011) 355 7971
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/266</u>	:	<u>ASSISTANT DIRECTOR POPULATION AND DEVELOPMENT RESEARCH REF NO: SD/2019/05/79</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Head Office
	:	A three year Tertiary Qualification in Population Studies. At least 3 years experience in undertaking research projects. A Valid driver's licence and computer literate. Ability to use data analysis software packages.
<u>DUTIES</u>	:	Initiate and supervise population related research and undertake advanced research. Identify, prioritise and obtain approval of research themes. Determine the research strategy. Participate in the evaluation and approval of reports. Supervise and undertake population analysis and interpretation of data to support stakeholders with implementation of the population Policy. Identify sources of data and information. Participate in the maintenance of statistical, survey and other research database. Supervise employees. Plan and allocate work. Undertake human resource and other related administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Mbhense Tel No: (011 355 7703)
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Ms T Mbhense Tel No: 011 355 7703
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/267</u>	:	<u>ASSISTANT DIRECTOR POPULATION, ADVOCACY AND IKM REF NO: SD/2019/05/80</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Head Office
	:	A three year Tertiary Qualification in Population studies or demography. At least 3 years' experience in the population and or demography field. A valid driver' license. The ability to conduct complex and technical population and demographic activities in a short space of time. Computer literacy.
<u>DUTIES</u>	:	Supervise and undertake the development and implementation of an advocacy and IEC strategy to promote population policy. Supervise and undertake the development and implementation of population and development knowledge and information management strategy at provincial level. Supervise and undertake the production and dissemination of materials/ publications to support advocacy and IEC activities. Supervise employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Mbhense Tel No: 011 355 7703
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Ms T Mbhense Tel No: 011 355 7703
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/268</u>	:	<u>ASSISTANT DIRECTOR: SERVICE POINTS REF NO: SD/2019/05/81</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	West Rand Region
	:	A three year Tertiary Qualification in Public Management/Monitoring and Evaluation with 3-5 years' experience in NPO environment. A Valid driver's licence Knowledge and understanding of Legislative and Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public

Sector. Knowledge and understanding of Departmental processes regulating the monitoring and evaluation of funded non-profit organisation. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details.

DUTIES : Monitoring of administrative support services, provisioning of fleet management, human resource management, supply chain management and oversee the provision of switchboard services. Monitoring of service delivery improvement programmes including the implementation of queue marshalling and referral systems. Signage to service points, management of queries and promote service points in the communities. Allocate staff in service points. Develop staff performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES : Mr RS Makgorogo Tel No: (011) 950 7803
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to- Private Bag x 2068, Krugersdorp 1740.

FOR ATTENTION : Mr RS Makgorogo Tel No: (011) 950 7803
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/269 : **BUSINESS ANALYST REF NO: SD/2019/05/82 (X2 POSTS)**

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : A three year Tertiary Qualification. A minimum of 3-5 years' experience in Middle Management level and Information Technology. A valid code B drivers' license. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Team working, business insight, interpersonal relations, supervision, analytical, project management, coordination and good communication skills.

DUTIES : Preparing business requirements analysis report. Analysing business requirements. Designing business process maps. Submitting proposal for approval. Informing users on the new changes. Interacting or visiting users and onsite support to record management. Designing testing methods. Conducting testing on proposed changes. Verifying systems functionally. Designing systems change management plans. Providing support to users.

ENQUIRIES : Ms C Mabaso Tel No: (011) 355 7971
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION : Ms C Mabaso Tel No: (011) 355 7971
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/270 : **SOCIAL WORK POLICY DEVELOPER VICTIM EMPOWERMENT PROGRAMME REF NO: SD/2019/05/83**

SALARY : R363 801 – R581 178 per annum (within the OSD Framework)
CENTRE : Head Office
REQUIREMENTS : Degree in Social Work. A minimum of 5 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing Victims of Gender Based Violence. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting writing, negotiation and verbal and written communication skills.

DUTIES : Develop guidelines for shelters of victims of GBV. Facilitate the registration of the shelters. Implement policy guidelines and norms and standards for VEP. Facilitate forums on shelter network and coordinate awareness programmes. Provide

		capacity building programmes to stakeholders in the sector rendering services to VEP. Coordinate research and develop services to shelters. Communication of research findings to stakeholders. Compile and consolidate reports on shelters for GBV on monthly, quarterly and annual basis. Facilitate the administrative function to support the shelters.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/271</u>	:	<u>SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2019/05/84</u>
<u>SALARY</u>	:	R363 801 – R581 178 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in Social Work. A minimum of 5 years' experience as a Social Worker in probation services after registration with SACSSP. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blue print: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/272</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN REF NO: SD/2019/05/85</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Finance or Supply Chain Management with 2-3-years' experience in Finance and Supply Chain Management. A Valid driver's licence Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Skills and Competencies Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills.
<u>DUTIES</u>	:	Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation,

		performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Ms N Pete Tel No: (011) 820 0332
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Ms N Pete Tel No: (011) 820 0332
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/273</u>	:	<u>SENIOR ADMINISTRATION OFFICER: HR AND RECORDS REF NO: SD/2019/05/86</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in HRM with 2-3-years' experience in the HR and Auxiliary Services environment. A valid driver's license. Knowledge and understanding of legislation, policies, processes and procedures governing Human Resource Practice in the Public Service. Knowledge and understanding of Human Resource needs, model and challenges in the Regional office. Skills and Competencies Report writing, communication, conflict resolution, problem solving and interpersonal skills.
<u>DUTIES</u>	:	To monitor the implementation of HRM functions in the Region. Implement the delivery of application. Implement shortlisting and interview process within the Region. Monitor and finalisation and submission of appointment motivation to Head Office. Coordinate of service benefits, HRD functions, bursaries and performance management functions. Coordinate sensitisation of staff performance management, conclude and submission of performance agreements. Supervise and Manage training and development of staff. Implement the attendance registers monitoring and leave plan within the Region.
<u>ENQUIRIES</u>	:	Ms N Pete Tel No: (011) 820 0332
<u>APPLICATIONS</u>	:	The department reserves the right to fill or not to fill this position(s). Applications can delivered to: The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag X1008, Germiston, 1400
<u>FOR ATTENTION</u>	:	Ms N Pete Tel No: (011) 820 0332
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>POST 18/274</u>	:	<u>SENIOR ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2019/05/87</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Human Resource Management/HRD with 2-3 years' experience in Human Resource Development environment. Knowledge and understanding of legislative framework governing the training and Development practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Learnership, Internship, Bursary Scheme and Induction systems, procedures and procedures applicable in the Department. A valid driver's licence.
<u>DUTIES</u>	:	Implement Bursaries, Induction and AET. Implement Training Coordination in line with Departmental TQMS and Skills Planning. Secretarial functions of the Skills Development committee. Coordinate budget reconciliation to maintain sound financial administration. Implement Social Work Scholarships, GPG bursaries in line with the policy, Learnerships, Internships and PMDS. Compile HR Management information reports. Implement the CIP and Career Expo's. Facilitate road shows / awareness. Implement recognition of improved qualification.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Ms M Skosana Tel No: (011) 227 0069

<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/275</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES REF NO: SD/2019/05/88</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification with 2-3 years' experience in records management. Extensive appropriate experience in switchboard and Food Aid. Knowledge and understanding of legislative framework governing the public service, PFMA, department's constitutional mandate. Skills and Competencies: analytical, project management, report writing, communication, problem solving and conflict management skills. Applied strategic thinking, budgeting and financial management, change management, team leadership, people management and empowerment, customer focus and responsiveness and honesty and integrity. A valid drivers' licence.
<u>DUTIES</u>	:	Customer services. Monitor and evaluate the performance of the team. Control and check that delivered stock is properly captured. Responsible for safe-custody of stock. Develop and implement telephone policy procedures/practices within the Department. Submit monthly reports to management. Ensure that staff is trained.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/276</u>	:	<u>TECHNICIAN: ICT OPERATIONS REF NO: SD/2019/0/05/90</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Information Technology with 2-3 years' experience in Information Technology and Technical ICT operations environment. A valid drivers' license. knowledge and understanding of ICT operations legislative framework, ICT operations strategy and ICT hardware and software standards in the public sector. Skills and Competencies: Technical oriented, attention to detail, systematic, ICT technical, analytical, report writing, communication, problem solving, interpersonal, planning and organising, coordination and facilitation skills.
<u>DUTIES</u>	:	Provide service desk functions and technical operations. Implement ICT standards, policies and procedures on software, hardware and service desk functions. Supervise, train and mentor Interns on ICT Technical operations.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/277</u>	:	<u>SENIOR ADMIN OFFICER: BUDGET CONTROL REF NO: SD/2019/05/91 (X3 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Finance/ Financial Management with 2-3 years' experience. A valid driver's license. Knowledge and understanding of legislative frameworks governing the Public Service. Knowledge and understanding of PFMA and the Department's Constitutional mandate. Skills and Competencies: Good analytical, report writing, communication, interpersonal and leadership skills.

<u>DUTIES</u>	:	Provide training and support to programme managers with regards to budget related issues and on any financial related matters within the span of control. Consolidate budget input from programme and responsible managers and ensure that it reconcile to approved budget letters and assist with management and requisition of departmental related issues. Ensure the expenditure allocation used on RLS01 and payment advice forms are correct before payment are processed on BAS, SAP and Communicate all misallocations of training identified with relevant office and ensure that corrections are done within 30 days. Analyse monthly reports submitted by programme managers and consolidate a report for all the inputs received.
<u>ENQUIRIES</u>	:	Ms Evelyn Choshi Tel No: (011) 355 7700
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, or posted to Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms Evelyn Choshi
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/278</u>	:	<u>SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO: SD/2019/05/92</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Financial Management/ Management Accounting with 2-3 year's experience in Management. Accounting environment in the Public Service. A valid driver's license Knowledge and understanding of Financial systems training methodologies and Departmental procedures regulating financial Systems. Knowledge and understanding of legislative framework governing the Budget planning, implementation and monitoring systems, procedures and processes in the Public Service. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver's License.
<u>DUTIES</u>	:	Roll out of Financial Systems Training in the Department and follow up on training needs assessments for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide assistance on budget on budget preparation and allocations. Support and advice programme managers on the implementation of budget reform measures in all entities. Provide assistance on the implementation of expenditure monitoring and control systems and identify misallocations of expenditure. Enhancement of Financial Internal Control systems identify gaps in Financial Internal Control systems in the Office of the CFO.
<u>ENQUIRIES</u>	:	Ms Evelyn Choshi Tel No: (011) 355 7700
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, or posted to Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms Evelyn Choshi
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/279</u>	:	<u>SENIOR ADMINSTRITVE OFFICER: EPWP COORDINATOR</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand Region Ref No: SD/2019/05/93 (X1 Post) JHB Metro Region Ref No: SD/2019/05/89 (X1 Post)
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Community Development. 2-3-years' experience in basic Community Home Based Care programmes. A valid driver's license Knowledge and understanding of legislative/Policy frameworks, processes and procedures regulating Home Based Care programmes, policies and processes applicable in Social Welfare sector. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, caring and sensitive to vulnerable groups.

<u>DUTIES</u>	:	Monitoring of norms and standards based on CHBC. Conduct site inspections and identifying of deviations within CHBC NGO's. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the placement of home based care givers within the Expanded Public Work Programme. Identify vulnerable household in need of psycho-social support services.
<u>ENQUIRIES</u>	:	Mr RS Makgorogo Tel No: (011) 950 7803 Ms C Dukwana Tel No: (011) 355 9502
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, for Attention -Mr RS Makgorogo, Tel- (011) 950 7803 or posted to- Private Bag x 2068, Krugersdorp 1740 JHB Metro Region 91 Commissioner Street, Johannesburg Private Bag X1 Johannesburg for Attention Ms C Dukwana (011) 355 9502
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/280</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Soshanguve Secure Care Centre Ref No: SD/2019/05/94 (X1 Post) Itireleng Workshop for the Blind Ref No: SD/2019/05/95 (X1 Post)
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Finance or Supply Chain Management, with 2-3-years' experience in Finance and Supply Chain Management A valid driver's license. Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills.
<u>DUTIES</u>	:	Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to for Attention:- Soshanguve Secure Care Centre, Southpan Road, Soshanguve
<u>FOR ATTENTION</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/281</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INSTITUTIONS REF NO: SD/2019/05/96</u>
<u>SALARY</u>	:	R316 791 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification with 2-3years' experience in administration in the institution environment. A valid driver's licence. Knowledge and understanding of legislative framework governing the Transformation of Service Delivery practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Regional Service Delivery Model, systems, procedures and processes applicable in the Department. Skills and Competencies: Development oriented individual, Performance and self-driven, Honesty and integrity. Must have ability to function within a team, Budgeting and financial administration, Planning and organising capabilities, Computer literacy, Communication and Report writing skills.

<u>DUTIES</u>	:	Provision of administrative support to the Directorate. Provide secretariat functions during meetings between the Directorate and stakeholders (internal and external). Coordination of reports and submission. Receiving of submissions and follow-up on non-submissions. Manage Administrative (SCM/HR) matters within the Directorate. Handle HR matters within the Directorate (Attendance Registers/Leave forms). Provide programme and project support to the Directorate: Institutions. Assist the Directorate with the consolidation of monthly POA report.
<u>ENQUIRIES</u>	:	Ms M Skosana Tel No: (011) 227 0069
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms M Skosana Tel No: (011) 227 0069.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/282</u>	:	<u>ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: SD/2019/05/97</u>
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	JHB Metro Region
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification. with 1-2 years' experience in Fleet Management A valid driver's licence Knowledge of Public Service Act, transport circulars, leave policies, PFMA and Treasury Instructions. Skills and Competencies: Numeracy, financial management, problem solving, literacy-verbal and written communication, Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills.
<u>DUTIES</u>	:	Monitoring of staff. Ensuring effective control over utilization of vehicles. Asset monitoring. ELS-utilisation of GG Fleet based- kilometres. Liaison with service providers. Monitoring of inspections conducted on GG vehicles. Capturing fuel claims. Preparing applications for subsidized vehicles. Providing advice. Compiling non-compliance letters. Updating starting and ending odometer reading of GG vehicles. Updating stats on subsidized vehicles.
<u>ENQUIRIES</u>	:	Ms Christinah Dukwana Tel No: (011) 355-9502
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Johannesburg Metro Region 91 Commissioner Street, Private Bag x1 Johannesburg, 2000
<u>FOR ATTENTION</u>	:	Ms Christinah Dukwana Tel No: (011) 355-9502
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/283</u>	:	<u>ADMINISTRATIVE OFFICER POLICY COORDINATION REF NO: SD/2019/05/98</u>
<u>SALARY</u>	:	R257 508 per annum plus benefits
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification with 1-2 years' experience in policy and research environment in the Public Service. A valid driver's licence. Skills and Competencies: Good communication, writing, interpersonal and supervision skills .Must be self – driven, innovative and creative.
<u>DUTIES</u>	:	Provide assistance in the analysis of existing policies and compile a policy analysis report. Provide expert policy development advice to programme managers and other key role players. Assist in design of draft policies in terms of policy development systems, procedures and processes. Disseminate revised and newly developed policies to staff and managers on the implementation of approved policies. Monitor and evaluate approved policies based on the correct and effective implementation and identifying gaps and errors in the implementation of policies. Review and analyse policy gaps identified during implementation phase. Conduct policy review session and submit proposed policy amendments for consultation and approval process.
<u>ENQUIRIES</u>	:	Mr Moses Mbedana Tel No: (011) 355 0139

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Mr Moses Mbedana Tel No: (011) 355 0139
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/284</u>	:	<u>ADMIN OFFICER: ACCOUNTS PAYABLE REF NO: SD2019/05/99</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum plus benefits
	:	Head Office
	:	A three year Tertiary Qualification in Financial/Accounting with 1-2 years' experience in Finance. A valid driver's license. Demonstrated knowledge of Accounts Payable Functions. Knowledge and understanding of legislative and policy frameworks regulating the accounts payable process, procedures and systems. Knowledge and understanding of PFMA and treasury regulations. Skills and Competencies: Good analytical, report writing, communication, interpersonal and facilitation skills.
<u>DUTIES</u>	:	Prepare expenditure, compilation of payments within the Department and assist in the monitoring of key accounts of the department. Replenishment of Petty Cash and Cashier Services. Reconcile and compile all creditors including +2000 NGOs. Maintain and update the filing system of all accounting records and implement recommendations made by Auditor General. Prepare monthly and quarterly expenditure reports and compile year-end accruals.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Evelyn Choshi Tel No: (011) 355 7700
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION NOTE</u>	:	Ms Evelyn Choshi
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/285</u>	:	<u>PROFESSIONAL NURSE GENERAL NURSING GRADE 1</u>
<u>SALARY CENTRE</u>	:	R256 905 – R485 475 per annum (within the OSD Framework)
	:	Itireleng Workshop for the Blind Ref No: SD/2019/05/100 (X1 Post)
	:	Zanele Mbeki Frail Care Centre Ref No: SD/2019/05/101 (X1 Post)
	:	Don Mattera CYCC Ref No: SD/2019/0/102 (X1 Post)
	:	Dr Fabian and Florence Ribeiro Treatment Centre Ref No: SD/2019/05/103 (X1 Post)
	:	Father Smangalisso Mkhathswa CYCC Ref No: SD/2019/05/104 (X3 Posts)
	:	Mary Moodley CYCC Ref No: SD/2019/05/105 (X1 Post)
	:	Walter Sisulu CYCC Ref No: SD/2019/05/108 (X1 Post)
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current Registration with the Council with South African Nursing Council (SANC) as a Professional Nurse. Skills & competencies required: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.
<u>DUTIES</u>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms N Machaba Tel No: (012) 7039014/5 - Itireleng
	:	Ms Z Nhlapo Tel No: (011) 8177303 - Zanele Mbeki
	:	Mr K Khipa Tel No: (011) 723 9209 – Don Mattera
	:	Ms S Hutchinson Tel No: (012) 734 8377 – Dr Fabian and Florence

	Ms T. Chauke Tel No: (011) 964 8700 – Mary Moodley
	Ms C Letoaba Tel No: (012) 797 8304 – Father Smangaliso Mkhatswa
	Ms T Mokgokolushi Tel No: (011) 938 0004 - Walter Sisulu Child and Youth Care Centre
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development: Itireleng for the Blind : 3152 Sekwati Street Zone 2 Garankuwa for attention Ms N Machaba (012) 7039014/5 Zanele Mbeki Frail Care Centre : 3 Vlakfontein Road, Dunnottar for attention Ms Z Nhlapo Tel No: (011) 8177303 Don Mattera CYCC : C/O First Avenue and Fourth Street, Edenvale, for attention Mr K Khipa Tel No: (011) 723 9209 Dr Fabian and Florence Ribeiro Treatment Centre : Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000 for attention Ms S Hutchison Tel No: (012) 734 8377 Mary Moodley Child Centre : Corner Dewald Hatting and Tsesebe Street Apex Benoni, For Attention: Mr M Radingoana Tel No: (011) 964 8700 Father Smangaliso Mkhatswa : Southpan Road, Soshanguve, For Attention: Ms C Letoaba Tel No: (012) 797 8304 Walter Sisulu Child and Youth Care Centre : 3 Modder Street Noordgesig 1804 for Attention Ms T Mokgokolushi Tel No: (011) 938 0004
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>POST 18/286</u>	: <u>PERSONAL ASSISTANT RISK MANAGEMENT AND COMPLIANCE REF NO: SD/2019/05/106</u>
<u>SALARY</u>	: R257 508 per annum (plus benefits)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: A three year Tertiary Qualification with 3 years' experience in rendering a support service to Senior Management. A valid driver's license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
<u>DUTIES</u>	: Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	: Ms V Cimini Tel No: (011) 355 7707
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.
<u>FOR ATTENTION</u>	: Ms V Cimini Tel No: 011 355 7707
<u>NOTE</u>	: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ARTS AND CULTURE**

<u>APPLICATIONS</u>	:	Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs NIS Mbhele
<u>CLOSING DATE</u>	:	07 June 2019
<u>NOTE</u>	:	Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.
<u>OTHER POSTS</u>		
<u>POST 18/287</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DAC01/19</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (Level 11) (An all-inclusive package to be structured in accordance with the rules of Middle Management Service).
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public Management or an appropriate equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a Managerial/ Assistant Director level. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Good work ethics, honesty, reliability and team work. Good office administration, planning and organizational skills. Excellent communication skills [written and verbal]. Good interpersonal relation skills. Knowledge of projects management. Computer Literacy [MS Word, Excel, PowerPoint, etc. Good communication skills [written and verbal]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Coordinate executive administrative support to the Head: Arts and Culture. Provide institutional support to the Department's stakeholders. Provide document management support services. Develop policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of mandates. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS]
<u>ENQUIRIES</u>	:	Mr NP Chonco Tel No: [033] 2643400

POST 18/288 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT- DEMAND MANAGEMENT SERVICES REF NO: DAC02/19**

SALARY : R376 596 – R454 920 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A relevant tertiary qualification at NQF level 7, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a supervisory level. Knowledge of Preferential Procurement policy Framework Act (PPFA), Basic Accounting System [BAS], Service Delivery Principles [Batho Pele], Public Finance Management Act and Treasury Regulation, Public Service Regulations, Provincial Treasury Practice Notes, Supply Chain Management, KZN Supply Chain Policy Framework, SCM practice notes and, Preferential Regulation of 2011. Good communication [written and Verbal] skills. Good interpersonal relations skills. Critical analysis, numeric and mathematical accuracy skill. Problem Solving, Negotiation/ Consultation and Presentation skills. Report writing, Policy analysis and development skills. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.

DUTIES : Coordinate [synergise], review, research, analyse and plan the procurement needs of the department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

ENQUIRIES : Mr G Ngcobo Tel No: [033] 264 3400

POST 18/289 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT - ACQUISITION SERVICES REF NO: DAC03/19**

SALARY : R376 596 – R454 920 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A relevant tertiary qualification at NQF level 7, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a supervisory level. Knowledge of Preferential Procurement Policy Framework Act [PPFA], Basic Accounting System (BAS), Service Delivery Principles [Batho Pele], Public Finance Management Act and Treasury Regulation, Public Service Regulations, Provincial Treasury Practice Notes, Supply Chain Management, KZN Supply Chain Policy Framework, SCM practice notes and, Preferential Regulation of 2011. Good communication [written and verbal] skills. Good interpersonal relations skills. Critical analysis, numeric and mathematical accuracy skill. Problem Solving, Negotiation/ Consultation, Facilitation and Presentation skills. Report writing, policy analysis and policy development skills. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.

DUTIES : Coordinate [synergize], review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations. Coordinate review and source quotations from database according to the threshold values determined by the National Treasury. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

ENQUIRIES : Mr G Ngcobo Tel No: [033] 264 3400

POST 18/290 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: DAC04/19**

SALARY : R376 596 – R454 920 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate three [3] year tertiary qualification in Social Science/Development Studies/International Relations, coupled with a minimum of five [5] years relevant experience in the IGR field. In- depth knowledge of legislation related to the Department and to the post. Knowledge of Intergovernmental relations, protocol practices, PFMA, report writing, planning and organizing, project management, policy analysis and research skills. Negotiation/ Consultation and Presentation skills. Good interpersonal relations skills. Good communication skills [written and

		verbal]. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Participate in the development and implementation of policies, strategies, and terms of reference that ensures sound IGR. Monitor the implementation of resolutions emanating from all IGR structures. Maintain partnerships with corporate sector, entities and other spheres of government. Facilitate the consolidation of progress reports against programmes of actions [POA].
<u>ENQUIRIES</u>	:	Mr G Ngcobo Tel No: [033] 264 3400
<u>POST 18/291</u>	:	<u>NETWORK ADMINISTRATOR: ICT OPERATION SUPPORT REF NO: DAC05/19</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate 3 year IT tertiary qualification and certified on Microsoft and VMWare or Cisco, coupled with a minimum of three- five [3-5] years working experience in IT Network environment. Knowledge of legislation related to the Department and to the post. Knowledge of IT legislations, policy and practices. Knowledge of Computer operation/network. Knowledge of E- governance framework and Information Technology trends. Knowledge of project management, planning and organizational skills. Good communication skills [written and verbal]. Good interpersonal relations skills. Policy analysis and research skills. Problem Solving, negotiation/ consultation and presentation skills. Computer Literacy in web design packages. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Maintain sound network performance standard for the Department. Implement and conform to all aspects of the department's disaster recovery plan. Establish network specifications by conferring with users. Develop manuals for server administration. Monitor and report on the adherence of Service Level Agreement. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].
<u>ENQUIRIES</u>	:	Mr L Mtshali Tel No: [033] 264 3400
<u>POST 18/292</u>	:	<u>INFORMATION AND TECHNOLOGY OFFICER: INFORMATION COMMUNICATION AND TECHNOLOGY OPERATION SUPPORT REF NO: DAC06/19</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three [3] year tertiary qualification in IT field, coupled with a minimum of one- two [1-2] years relevant experience. Knowledge of legislations [Practice Notes, PFMA and Treasury Regulations]. Understanding of HR Policies and procedure. Knowledge of auditing procedures including norms and standards. Knowledge of specific computer software packages. Good communication skills [written and verbal]. Good interpersonal relations skills. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide IT technical support to users. Maintain records database containing information regarding licenses, warranties and service agreements for the organization's technology related inventory. Conduct research on latest development on IT. Provide inputs on development a processes of purchasing and repairs of IT equipment and implementation of IT policies and procedures. Coordinate all IT Procurement.
<u>ENQUIRIES</u>	:	Mr L Mtshali Tel No: [033] 264 3400
<u>POST 18/293</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Northern Region, Ulundi Ref No: DAC07/19 Western Region, Ladysmith Ref No: DAC08/19
<u>REQUIREMENTS</u>	:	Secretariat Diploma, or an appropriate equivalent qualification, coupled with a minimum of three – five [3 –5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant

		legislation, policies, prescripts and procedures. Knowledge of Batho Pele principles and Code of conduct. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyze documents. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Render support services to the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Northern Regional Office, Ms JPR Nxumalo Tel No: [035] 870 8447/8 Western Regional Office, Dr NF Biyela Tel No: [036] 637 7978
<u>POST 18/294</u>	:	<u>LANGUAGE PRACTITIONER: LEXICOGRAPHIC TERMINOLOGY & LITERATURE DEVELOPMENT REF NO: DAC09/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Head Office, Pietermaritzburg An appropriate three [3] year tertiary qualification, coupled with a minimum two [2] years relevant experience in a Language field. Proficiency in isiZulu/English. Good understanding of the Public System and prescripts applicable to the Government including systems and procedures. Good office administration, analysis and research. Good communication skills [written and verbal]. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Collect, systematize and document concepts/terms belonging to a particular field. Provide equivalents and coining terms. Edit, revise and update terminology. Provide information service, thereby rendering terminological and linguistic assistance.
<u>ENQUIRIES</u>	:	Mr AWS Ngcobo Tel No: [033] 897 9000
<u>POST 18/295</u>	:	<u>ADMINISTRATATION CLERK SUPERVISOR: OFFICE SERVICES REF NO: DAC10/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Northern Region, Ulundi Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3- 5] years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<u>DUTIES</u>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Coordinate and analyse monthly reports. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].
<u>ENQUIRIES</u>	:	Ms JPR Nxumalo Tel No: [035] 870 8447/8
<u>POST 18/296</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR: PERFORMAMNCE MANAGEMENT REF NO: DAC11/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Head Office, Pietermaritzburg Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3- 5] years relevant experience. Good interpersonal relations. Ability

		to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<u>DUTIES</u>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Coordinate and analyse monthly reports.
<u>ENQUIRIES</u>	:	Mr UM Ngcobo Tel No: [033] 264 3400
<u>POST 18/297</u>	:	<u>LIBRARIAN: CENTRAL REFERENCE AND AUDIO VISUAL REF NO: DAC12/19</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three [3] year tertiary qualification in Library and Information Science, coupled with a minimum of two [2] years library experience. Ability to work in a multi-disciplinary team. Knowledge of Brocade circulation system. Language proficiency and literacy skills. Good interpersonal relations skills. PFMA, Policy analysis and presentation skills. Problem solving, negotiation/ consultation and research skills. Information retrieval skills. Good communication skills [written and verbal]. Computer Literacy skills [MS Word, Excel, PowerPoint, etc].
<u>DUTIES</u>	:	Provide a centralized subject request service. Develop and maintain the library collection. Provide a specialized information service. Provide an on-going professional support to public libraries. Develop information resources.
<u>ENQUIRIES</u>	:	Ms N Zokwe Tel No: [033] 341 3000
<u>POST 18/298</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R173 703 – R204 612 (Level 05)
<u>CENTRE</u>	:	Western Regional Office – Ladysmith Ref No: DAC13/19 Eastern Regional Office – Ethekwini Ref No: DAC 14/19
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or an intern. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills [written and verbal]. Computer Literacy [MS Word, Excel, PowerPoint, etc].
<u>DUTIES</u>	:	Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate personnel administration support services within the component. Provide financial administration support services within the component.
<u>ENQUIRIES</u>	:	UMzinyathi District - Dr NF Biyela: Tel No: [033] 341 3615 Eastern Regional Office - Mr M Mtshali Tel No: [031] 334 2301

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.



<u>APPLICATIONS</u>	:	The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg
<u>FOR ATTENTION</u>	:	Ms N Ngcobo
<u>CLOSING DATE</u>	:	07 June 2019 (Applications received after this date will not be accepted).
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a

non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

OTHER POST

<u>POST 18/299</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL CAPACITY OPERATIONS REF NO: 1/2019 (CB)</u> Chief Directorate: Capacity Building Directorate: Capacity Operations and Implementation
<u>SALARY</u>	:	R869 007 per annum (All Inclusive Middle Management Service Package)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of appropriate minimum National Diploma or NQF level 6 qualification as recognised by SAQA coupled with 3- 5 years relevant junior management experience in capacity building. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of planning and team development, Knowledge of decision making and problem solving, Good planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office. A valid drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to develop and maintain capacity building systems with the following key responsibilities: Implement and assess the impact of the performance of external capacity resources on the province, municipalities and traditional institutions, Monitor the learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, Coordinate capacity building programmes in various districts assigned.
<u>ENQUIRIES</u>	:	MS H Khunoethe at (033) 3556342

DEPARTMENT OF HEALTH

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

OTHER POSTS

<u>POST 18/300</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 36/2019</u> Internal Medicine Unit
<u>SALARY</u>	:	R1 728 807 per annum (All inclusive salary packages), (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as a Medical Specialist in Internal Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
<u>DUTIES</u>	:	Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-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 supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

<u>ENQUIRIES</u>	:	Dr T.C Nkonyane at 083 556 8774
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuzza
<u>NOTE</u>	:	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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/301</u>	:	<u>SENIOR MANAGER (MEDICAL SERVICES) REF NO: MAD 16/2019 (X1 POST)</u>
<u>SALARY</u>	:	R1 512 009 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	MBChB degree or equivalent qualification PLUS A minimum of 3 Years' experience after registration with HPCSA as Medical practitioner. Registration Certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2019 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.
<u>DUTIES</u>	:	Organise and run the medical and medical support departments. Undertake planning for the medical and medical support departments with a view to achieving

the Vision and Mission of the Institution. Clarify responsibilities and delegate authority. Agree on job targets and how to achieve and measure these. Supervise medical/nursing/clinical staff. Arrange for in-service education/training to medical and other professional staff in the various facilities to improve their skills using a patient-centred approach. Assist with PHC Nurse Practitioner Training and the training of Community Service Doctors. Assist in developing the District as a “best practices” learning site for other Districts. Have objectives and projects documented and communicated to staff. Put mechanisms and structures in place to support implementation of objectives. Have performance standards defined for health service providers based on accreditation. Have job descriptions available for all categories. Have policies, protocols, procedure manuals and code of conduct to guide performance of all categories. Have clinical workshops and meetings to assist all categories. Encourage regular team building and quality activities. Exercise tactical planning and organising to ensure resources are controlled to achieve defined project objectives. Have the patients’ rights charter, health and safety at work, care and consideration of disabled, elderly, women and children documents continually up-dated and circulated. Assess quality of clinical care provided and improve on it (if necessary) using quality assurance approaches. Consult with Nursing Managers to help with patients they have found difficult to manage. Ensure that standards of equipment, safety and facilities comply with District standards, and effect necessary changes with the clinic team. Ensure that there is an adequate supply of EDL drugs for medical practitioner prescriptions, and alert the clinic team leader should there be any shortages. Participate in regular clinic management meetings with the clinic team. Support the clinic staff in their interaction and work with the community, attending community meetings and doing home visits where appropriate. Assist the Community Rehabilitation Assistants, Traditional Attendants, TB Team, Community Health Workers, etc. by attending to their referrals and giving feedback. Manage contemporary projects in health care system e.g. GP contracting, NHI, Ideal hospital and clinics, norms and standards as stipulated in amended health legislation. Ensure provision of efficient forensic examinations such as for intoxication, rape and mental derangement. Provide medical judicial evidence as required. Ensure provision for Medical Examinations on job applicants and prospective students requiring medical certificates of fitness.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

- : Mrs H.S.L Khanyi Tel No: 034 328 8257
- : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- : The Recruitment Officer
- : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T

	claims will be considered for payment to the candidates that are invited for an interview. EE Target: African Male.
<u>CLOSING DATE</u>	: 21 June 2019
<u>POST 18/302</u>	: <u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 37/2019</u> Radiology Unit
<u>SALARY</u>	: Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 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.
<u>CENTRE REQUIREMENTS</u>	: Ngwelezana Tertiary Hospital Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Radiology. Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology and Proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Dr N.A Shabalala at 082 498 9635 Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<u>FOR ATTENTION NOTE</u>	: 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 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. Failures 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

:

07 June 2019 (Late applications will not be accepted)

POST 18/303

:

MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 38/2019
Ophthalmology Unit

SALARY

:

Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS

:

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

DUTIES

:

The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospitals, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the 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.

ENQUIRIES APPLICATIONS

:

Dr B.S Madlala at 082 495 0135

:

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. Failures to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/304</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 39/2019</u> Psychiatry Unit
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 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.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Psychiatry Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Radiology and Proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry, 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Milligan at 072 235 6480 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

<u>FOR ATTENTION NOTE</u>	: 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 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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	: 07 June 2019 (Late applications will not be accepted)
<u>POST 18/305</u>	: <u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 40/2019</u> Maxillo Facial
<u>SALARY</u>	: Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 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.
<u>CENTRE REQUIREMENTS</u>	: Ngwelezana Tertiary Hospital Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and 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.
<u>DUTIES</u>	: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals 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 meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of

		conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES</u>	:	Dr B.S Madlala Tel No: 035 901 7257 / 7105
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/306</u>	:	<u>MEDICAL SPECIALIST REF NO: ST 26/2019 (X1 POST)</u> Component: O & G
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance. Grade 2: R1 264 623 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance. Grade 3: R1 467 651 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<u>CENTRE</u>	:	Stanger Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in O&G. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in O & G. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in O & G. Knowledge, Skills and Experience Required: Have a working knowledge of common obstetrical and gynaecological conditions presenting at Stanger Hospital, a regional hospital. Ability to provide specialist obstetrical and gynaecological consultations, surgical procedures, diagnostic skills ultrasound and colposcopy. Knowledge of Human Resources management. Knowledge of provision of comprehensive HIV/Aids relevant to local situation. Information management and quality assurance expertise. Knowledge of current Health and Public Servants Legislations, regulations and policy including Medical Ethics, Epidemiology and statistics. Leadership and decision making abilities as well as problem solving and conflict management skills.
<u>DUTIES</u>	:	Provision of specialists services in Obstetrics and Gynaecology. Capacity building in PHC and provision of outreach services with focus on improving women health. Reduction in maternal maternity and development of interventions to most common causes of maternal deaths: HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the District, District

hospitals and regional hospital complex. Develop and implement protocols for obstetrics and gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in primary care. To perform overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

<u>ENQUIRIES</u>	:	Dr S Hariparsad (Head Clinical Unit) Tel No: 032- 437 6040/0845332217
<u>APPLICATIONS</u>	:	to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 26//2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post,
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/307</u>	:	<u>MEDICAL SPECIALIST IN PSYCHIATRIC REF NO: FNH 02/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum Other Benefits: Commuted Overtime (conditions apply)
<u>CENTRE</u>	:	Fort Napier Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Matric Certificate. A basic qualification of MBCHB plus FC Psychiatry or M Med Psychiatry or equivalent. Registration certificate with HPCSA as a Medical Specialist in Psychiatry. Current (2019) registration with the HPCSA. Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Proof of current and previous employer endorsed and stamped by HR must be attached. Medical Specialist Grade 1: An appropriate qualification (MBCHB or equivalent). Current registration with the HPCSA as a Medical Specialist in Psychiatry and 2019 Receipt. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Medical Specialist Grade 2: An appropriate qualification (MBCHB or equivalent). Current registration with the HPCSA as a Medical Specialist in Psychiatry and 2019 Receipt. Minimum of 5 years relevant experience after registration with HPCSA as a Psychiatry. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Medical Specialist Grade 3: An appropriate qualification (MBCHB or equivalent). Current registration with the HPCSA as a Medical Specialist in Psychiatry and 2019 Receipt. Minimum of 10 years relevant experience after registration with HPCSA as a Specialist in Psychiatry. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills, Training and Competencies: Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical

		prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Good verbal, problem solving skills. Professional and confident. Ability to function well within the team.
<u>DUTIES</u>	:	Provide specialist medical care and psychiatric assessments, evaluation and interventions to patients in the hospital. Provide specialists advise to other role-players on patient management as part of the holistic multi-disciplinary team. Ensure effective and efficient implementation and monitoring of standards in the unit. Provide guidance and training to medical, nursing and paramedical staff on the treatment of psychiatric patients. Deal with individuals referred by courts. Manage and control clinical services as delegated and maintain professional and ethical standards related to clinical services. Maintain necessary discipline over staff under his or her control and attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research and train undergraduate and postgraduate medical students and allied health personnel. Participate in formal teaching as required by the institution, promote community-orientated services and conduct outpatient clinics and provide expert opinions where required. Communicate with external stake holders such as DPP, provincial and National Mental Health Department. Liaise with other departments within the hospital and work with multi-disciplinary team. Provide both academic and clinical service functions at the Hospital, including wards rounds, outpatient clinics, and clinical training ward rounds. Participate in clinical research and academic programs in the respective clinical department. Train under and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities.
<u>ENQUIRIES</u>	:	Dr. A. L Mbhele Tel No: (033) 260 4337
<u>APPLICATIONS</u>	:	must be forwarded to: Human Resource Manager: The Human Resource Department, Fort Napier Hospital; PO Box 370; Pietermaritzburg; 3200; OR Hand delivered to: 01 Devonshire Road; Napierville; Pietermaritzburg; 3201
<u>FOR ATTENTION</u>	:	MS. M.B Zungu
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/308</u>	:	<u>MEDICAL SPECIALIST REF NO: ST 27/2019 (X1 POST)</u> Component: Orthopedics
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance. Grade 2: R1 264 623 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance. Grade 3: R1 467 651 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<u>CENTRE</u>	:	Stanger Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Orthopaedics. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Orthopaedics. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Orthopaedics. Sound Knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathologies. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.
<u>DUTIES</u>	:	Provide specialist Orthopaedic care to all patients serviced by the department of Orthopaedics. Maintain satisfactory clinical, professional and ethical standards. To support the HOD in providing effective running of the wards, outpatient department and Operating Theater. After- hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Departmental Administration and facilitate quality improvement imperatives. Implement clinical guidelines, protocols and clinical audits. Promote community-orientated services. Undertake relevant research.

		Develop Orthopaedic services for the Ilembe District including outreach services. Mentor and coach junior staff. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES</u>	:	Dr P OO (Head Clinical Unit) Tel No: 032- 437 6000
<u>APPLICATIONS</u>	:	to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 26//2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post,
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/309</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 41/2019</u> Urology Unit
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	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 ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Dr B.S Madlala at 082 495 0135
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	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. Failures to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/310</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 42/2019</u> Anaesthetic
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	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
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr S Sewpersad Tel No: 084 418 3496
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION NOTE</u>	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 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. Failures to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	07 June 2019 (Late applications will not be accepted)
<u>POST 18/311</u>	<u>MEDICAL OFFICER REF NO: UMP 10/2019 (X2 POSTS)</u>
<u>SALARY</u>	Grade 1: R821 205 per annum (inclusive salary package) Grade 2: R938 964 per annum (inclusive salary package) Grade 3: R1 089 693 per annum (inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	Umphumulo Hospital Appropriate Medical Degree (MBCHB) or equivalent PLUS Registration as medical practitioner with the Health Professional Council of South Africa. A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstet & Gynae, Paediatrics, Trauma. Ability to function in a multidisciplinary team. Proof of current and previous work experience endorsed and stamped by Human Resources. Good communication and interpersonal skills. Grade 1: Experience – Nil for South African Medical Practitioner OR 1 year relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors. Grade 2: Experience – 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 6 year's relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors. Grade 3: Experience – 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 11 year's relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.
<u>DUTIES</u>	Ensure effective, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate patient medical records. Provide preventative health interventions. Supervise and assist junior peers. Perform operating theatre work on an elective and emergency basis eg caesarian section, minor surgical procedures etc. Participate in emergency after hours service. Actively participate in quality improvement programmes (morbidity and mortality meetings, clinical audits and risk management). Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of district hospital services.
<u>ENQUIRIES APPLICATIONS</u>	Dr. N. N. Gumede Tel No: 032 4814101 Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

<u>FOR ATTENTION NOTE</u>	:	Mr S. M. Naidoo
	:	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. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	28 June 2019 (Late applications will not be accepted)
<u>POST 18/312</u>	:	<u>MEDICAL OFFICER REF NO: ST 25/2019 (X1 POST)</u> Component: Psychiatry
<u>SALARY</u>	:	Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE REQUIREMENTS</u>	:	Stanger Hospital Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Be able to diagnose and treat conditions according to the DSM of psychiatry. Keep up to date on a new treatment modalities. Be able to conduct consultation-liaison with other disciplines. Should have necessary clinical skills to adequately manage mental health care users from children to geriatric population in both the outpatient and inpatient settings. Ability to perform appropriate tests/investigations/procedures as required for the mental health care user. Work as directed by Head of Department in all his/her responsibilities. Excellent communication skills. Resilience and ability to cope with change.
<u>DUTIES</u>	:	Needs to be familiar with the mental care act which has been implemented at District level in the country. To offer holistic management of patients at district and regional levels of care and in line with Standard Treatment Guidelines. Need to diagnose according to the Diagnostic and Statistical Manual of Psychiatry including emergencies. Ability to work in team, ability to communicate effectively with patients and families. Ability to function as an independent medical practitioner and to be able to perform all duties as a medical officer according to KPA's and KRA's. Required to perform outreach to the District PHC's, CHC's and District Hospitals. Patient Satisfaction, patient surveys, reducing waiting times, identifying, meeting and surpassing patients's expectations. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is

		compulsory and will be worked in the discipline based on the needs of the institution.
<u>ENQUIRIES</u>	:	Dr N Mudaly (HOD Psychiatry) @ 032 437 6103/6264 or 0845611353
<u>APPLICATIONS</u>	:	to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 26//2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/313</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 36/2019</u> Family Medicine Department
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	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, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours service in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care including ward rounds and clinics visit. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programmes which include clinical governance and national core standards. Ensure that cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment

		relationship and clinical functioning. Perform other duties as assigned by the Supervisor or other senior official
<u>ENQUIRIES</u>	:	Dr OC Harbor at 082 781 2879
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/314</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 37/2019</u> Dermatology Unit
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	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, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
<u>DUTIES</u>	:	Provision of quality patient centred in dermatology unit. Active participation on quality improvement initiatives. Provision of outreach programmes and acceptance of referrals from hospitals within our catchment areas. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.
<u>ENQUIRIES</u>	:	Dr ML Ntsele at 082 825 4136
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza

<u>NOTE</u>	:	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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019 (Late applications will not be accepted)
<u>POST 18/315</u>	:	<u>MEDICAL OFFICER GRADE 1,2 & 3 REF NO: WWH 04/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 per annum (All inclusive salary package) Grade 2: R938 964 per annum (All inclusive salary package) Grade 3: R1 089 693 per annum (All inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	:	Wentworth Hospital Senior Certificate / Matric, MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as a Medical Practitioner PLUS current registration with the HPCSA (2019/2020). Grade 1: None to less than 5 years after registration with the HPCSA as a Medical Practitioner. Grade 2: 5 years to less than 10 years' experience after registration with the HPCSA as a Medical Practitioner. The appointment to Grade 3: requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa, Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, service delivery orientated, policy development.
<u>DUTIES</u>	:	Provide medical services at the department appointed to with holistic patient care. Have a clinical skills in general medicine, management of HIV / AIDS / TB/ MDR TB, Anaesthetics, Psychiatry, obstetrics and Gynaecology, Pediatric Surgery at District level. Examination diagnosis and treatment of patients in casulaity & wards. Provide clinical services to obstetrics and Gynecology units. Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvements projects, morbidity and mortality reviews, clinical audits, development of clinical guidelines and policies as per speciality and disease profile. Ensure patient satisfaction and undertake patient satisfaction surveys and reducing waiting times survey. Active participation in training and supervision of junior medical doctor /staff. Maintain and continuously improve professional and ethical standards. Provide medical male circumcision when required. Undertake performance management of staff they supervise. Doctor must be able to work in Obstetric & Gynaecology, medical, surgical and paediatric units. NB: Performance of commuted overtime is compulsory and will be worked in the units based on the needs of the Institution (Casuality, Wards and / or O & G.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr RM Mayiza Tel No: (031) 460 5002 All applications must be addressed to Chief Executive Officer, Wentworth Hospital, Private Bag, Jacobs, 4026 or hand delivered applications should be dropped in a marked box by South Gate, Security Office by 12H00 of the closing date.
<u>FOR ATTENTION</u>	:	Mr MS Mgoza

<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za, Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg WWH 04/2019. Please note due to the large numbers of applications we envisaged 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 within 2 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, Criminal, credit record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/316</u>	:	<u>ASSISTANT MANAGER NURSING – PRIMARY HEALTH CARE CLINICS REF NO: CATO ANMPHC 2/2019</u>
<u>SALARY</u>	:	R614 991 per annum Plus other benefits: 13th cheque, Medical Aid (Optional), Home owner's allowances (employee must meet prescribed requirements).
<u>CENTRE</u>	:	eThekweni District Office & Cato Manor CHC Clinics
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SAN. A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse at least six (6) years of that period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care. At least three (3) years of the above must be appropriate/recognizable experience at management level Proof of computer literacy. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached. Appropriate /recognizable supervisory/managerial experience in a nurse component must be attached. Valid Driver's License. Knowledge, Skills, Training and Competence required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative framework governing in the Public service. Knowledge of nursing care process and procedures. Appropriate understanding of scope of practice and nursing standards. Thorough knowledge of Quality Assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients' Rights, Charter, Batho Pele Principles. Sound Knowledge of Labour Relations Act. Leadership, supervisory organizing, decision making, problem solving skills. Coordination and Report Writing Skills. Time and conflict management skills. Personal attributes responsiveness, professionalism, supportive, assertive, and must be team player. Good communication and Interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Manage, facilitate and co-ordinate provision of comprehensive package of services at PHC level, including priority programs and quality Improvement Programs in conjunction within a professional and legal framework. Assist and facilitate development of the Operation Plan, monitor the implementation and submit progress report. Facilitate clinical audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs requirements and work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of the community based

outreach programmes services. Ensure effective allocation, utilisation and monitoring, of resources in line with cost containment plan. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Manage and support education, in service training, and practice development initiatives in the area, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, National Core Standards and Ideal clinic priorities are implemented. Provide safe therapeutic environment that allows for practise of safe nursing care as laid down by Nursing Act, Occupational and Safety Act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promoting I line with the program goals of health calendar. Maintain contractive working relationships with all stakeholders i.e. inter-professional, the multi-disciplinary team. Maintain intersectoral collaboration with other Government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the PHC clinics.

ENQUIRIES
APPLICATIONS

: Miss E.S Mbambo Deputy Director Clinical & Programmes Tel No: 031 2405313
: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekeini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, EThekeini District Office, Private Bag X 54138, Durban, 4000.

FOR ATTENTION
NOTE

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

CLOSING DATE

: 07 June 2019

POST 18/317

: **OPERATIONAL MANAGER NURSING- (SPECIALTY) MATERNITY REF NO: ITSH 11/2019**

SALARY

: R562 800 per annum. Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance

CENTRE
REQUIREMENTS

: Itshelejuba Hospital
: Matric senior certificate (Grade 12), Degree/Diploma in General Nursing plus Midwifery plus one (1) year post basic qualification in Advance Midwifery accredited with SANC, Registration with SANC as General Nurse and an Advance Midwife, A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 5 years of the period referred above must be appropriate/recognizable experience in specific Maternity after obtaining the one(1) year post basic qualification in Advance Midwifery , Proof of experience must be attached and verified by HR, SANC receipt for 2019 to be attached. Recommendation: Proof of computer literacy and Degree /Diploma in Nursing Management and valid driver's license. Knowledge of nursing care processes and procedures, nursing status and relevant legal framework such nursing Act Health, Patients Right etc. Knowledge

and understanding of legislative framework governing the Public Service e.g Human Resource, Financial Management, Skills Development and Labour Relations policies, Leadership. Organization, decision making and problem solving skills. Good interpersonal including public relation, negotiating. Conflict handling and counselling skills, Financial and budgetary knowledge. Information management skills. Computer literacy and understanding and applicable of Batho Pele Principle and Patients right.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within the set standard and a professional/ legal framework: Plan/organize and monitor the objective of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels. Liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources: Human Resource: Planning of the allocation/change list, day and night duty roster and inputs for leave. Do readjustments as required on the shift to provide adequate nursing care. Provide accurate record keeping and statistical information for the unit. The evaluation of staff on work performance according to performance management system. Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Implement Employee Assistance Programme. Ensure that the units comply with National Core Standards, Batho Pele principles to meet needs and demands of the clients. Financial Resources: Monitoring of financial resources with emphases on cost containment and keeping of all records within the financial policies. Order and monitor appropriate level of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations. i.e. weekly schedule drugs control of medication used. Check wards dispensary Daily emergency equipment checking, control and functionality. Services: Monitor services i.e. linen and cleaning in conjunction with housekeeping staff. Monitor telephone use and keep records Coordination of provision of effective training and research: Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training complete patient related data. Contribute to evidence base research. Provision of effective support to Nursing Services: Assist with relief duties of the supervisors. Partake on overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development: Maintain the Code of Conduct: Public Service, Professional Body, Seeking learning opportunities, In-service training.

ENQUIRIES

: Mrs TG Msibi Tel No: 034 4134000

APPLICATIONS

: All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or Hand deliver to the Human resources Office at Itshelejuba Hospital.

NOTE

: An application for Employment Form (z83) must be completed and forwarded. This obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std 10, educational qualification, certificates of services 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 for 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 z83. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to large number of application 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 payments of S&T claims.
<u>CLOSING DATE</u>	:	07June 2019
<u>POST 18/318</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 38/2019</u> Clinics Supervisor
<u>SALARY</u>	:	Grade 1: R562 800 per annum Plus 8% Rural Allowance, 13 th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Orthopaedics Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
<u>DUTIES</u>	:	Provide effective and professional leadership within cluster of clinics. Oversee a provide a safe therapeutic environment in the allocated clinics that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinics and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in the develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinics. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities.
<u>ENQUIRIES</u>	:	Dr BS Madlala Tel No: 035 901 7105
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza
<u>NOTE</u>	:	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. Failures 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

:

07 June 2019 (Late applications will not be accepted)

POST 18/319

:

OPERATIONAL MANAGER NURSING (GATEWAY CLINIC) REF NO: SMKH 01/2019

This is a re-advertisement; Those who previously applied need not to re-apply as their applications will be considered.

SALARY

:

R562 800 – R633 432 per annum. basic salary and 30%flexible portion that be structured in terms of the applicable rules,8% inhospitable of basic salary

CENTRE

:

St Mary's Kwa-Magwaza District Hospital

REQUIREMENTS

:

Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma Degree in Nursing) Or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Current registration (2019) with SANC as Professional Nurse. Certificate of registration as Professional Nurse. A minimum of nine (09) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be. Appropriate/recognizable experience. in the specific specialty after obtaining post basic qualification in the relevant specialty. Proof of work experience endorsed by Human Resource Department (not Certificate of service). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem solving skills. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge Good in sight of procedures and policies pertaining to nursing care. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, labour relations and departmental policies.

DUTIES

:

Monitor and evaluate performance of Clinic staff according to set standards, norms target and to ensure effective reporting. Ensure provision of high quality. Comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members i.e. National core Standards and Ideal Clinic. Provide relevant information to the Health care to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma-Sakhe Programmes to maximize patient care Conduct patient satisfaction survey and waiting times for the clinic. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients.

ENQUIRIES

:

Mrs P.D.Buthelezi Tel No: 035 450 8256

<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer St'Mary KwaMagwaza Hospital private Bag X808, Melmoth,3835
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted :Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za .The application form (Z83) must be accompanied by a detailed Curriculum Vitae ,certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/320</u>	:	<u>ASSISTANT MANAGER NURSING: PLANNING, MONITORING AND EVALUATION REF NO: NDH 10/2019</u>
<u>SALARY</u>	:	R562 800 per annum. Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements)- Employee must meet prescribed requirements and Medical Aid – Optional.
<u>CENTRE</u>	:	Northdale Hospital Pietermaritzburg
<u>REQUIREMENTS</u>	:	Basic R425 (i.e. Degree/Diploma in General Nursing and Midwifery. Current registration with South Africa Nursing Council as a registered General Nurse and Midwife). Minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Valid Driver's license. Proof of computer literacy. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Knowledge, Skills, Training & Competencies Required: Leadership, Management, planning, organisation and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. In depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyse and interpret complex information. Quality Assurance and Infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations knowledge of DHMIS policy and relevant information system. Strong leadership, planning and organizational skills. Project management, financial management coupled with decision making and problems solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills.
<u>DUTIES</u>	:	Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co- ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyse data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the

		prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.
<u>ENQUIRIES</u>	:	Mrs BC Maphanga Tel No: (033) 387 9007
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager posted to Private Bag x9006 Private Bag 3200
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/321</u>	:	<u>OPERATIONAL MANAGER NURSING: PHC REF NO: EGUM 10/2019 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum Plus 13th cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).
<u>CENTRE</u>	:	E G & Usher Memorial Hospital (Gateway Clinic)
<u>REQUIREMENTS</u>	:	Degree / Diploma in General nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care. Current Registration with SANC as a General Nurse with Midwifery (2019 receipt). A minimum of 9 years appropriate / recognize experience in nursing after registration as a Professional nurse with the SANC. Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care. NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Possession of driver's license code 8 or C1. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to nursing care. Human Resource Management and basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes.
<u>DUTIES</u>	:	Monitor provision of quality and comprehensive primary health care package, ICSM in the clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction in the clinic. Participate in the attainment of National Core Standards status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Participate in the analysis and formation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related

	issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.
<u>ENQUIRIES</u>	: Mrs M.J. Mbali Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged.
<u>FOR ATTENTION</u>	: Human Resource Department
<u>NOTE</u>	: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Applicants that applied before must re-apply for the post. NB: due to financial constraints, no S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	: 07 June 2019.@ 16H00 afternoon
<u>POST 18/322</u>	: <u>ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NGWE 39/2019</u> Imaging Diagnostic Services
<u>SALARY</u>	: Grade 1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum Plus 12% Rural Allowance, 13 th cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<u>CENTRE</u>	: Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	: National Diploma in Radiography: Ultrasound or Bachelor's Degree in Technology Radiography: Ultrasound. Proof of original registration with Health Professions Council of South Africa as an Ultrasound Radiographer. Proof of current registration with the Health Professions Council of South Africa for 2019/2020 in the category. Independent Practice: Ultrasound. Grade 1: 4 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound). Grade 2: 14 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 10 years must be after registration. Grade 3: 24 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 20 years must be after registration. NB: Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in

	Ultrasound, may also apply but will be appointed TITLED as Diagnostic Radiographer on salary notch R317 976 per annum and work in the Ultrasound component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Sound report writing and administrative skills (Computer literacy and some knowledge of PACS/RIS system). Knowledge of relevant Health and Safety Acts and Infection Control measures. Promote Batho Pele principles in the execution of duties for effective service delivery. Good attitude to teaching and mentoring of students and community service ultrasound radiographers.
<u>DUTIES</u>	: Provide a high quality ultrasound service in keeping with tertiary status of the Hospital. Provide correct interpretation of all ultrasound scans. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Perform reception and clerical duties as required. Compile comprehensive reports. Participate in quality assurance and quality improvement programmes, CPD activities and in-service training to junior staff and students.
<u>ENQUIRIES</u>	: Mrs N.P. Ntengenyane Tel No: 035 907 7115
<u>APPLICATIONS</u>	: 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
<u>FOR ATTENTION</u>	: Mr MTR Nzuza
<u>NOTE</u>	: 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. Failures to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	: 07 June 2019 (Late applications will not be accepted)
<u>POST 18/323</u>	: <u>CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: ITSH 12/2019</u>
<u>SALARY</u>	: Grade 1: R383 226 per annum Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance Grade 2: R471 333 per annum Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance
<u>CENTRE</u>	: Itshelejuba Hospital
<u>REQUIREMENTS</u>	: Grade 1: Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care.3-5 years' experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Grade 2: Matric Senior Certificate, Diploma /Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year post-basic qualification required for the relevant Specialty. Computer literacy-Proof must be provided. Valid driver's license. NB: Proof of work experience signed by Human

Resource section must be attached. Recommendations: NIMART training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Knowledge of Batho Pele Principle.

DUTIES : Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub- district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care message being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programmes .Ensure maintenance of quality PHC training in the district.

ENQUIRIES : Mrs. TG Msibi Tel No: 034 4134000

APPLICATIONS : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170, Hand delivered to the Human resources Office at Itshelejuba Hospital.

NOTE : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za certified copies of ID documents, STD 10, educational qualification, certificates of services 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 for 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 z83. Please note that the selected will to pre-employment screening and verification process. Due to large number of candidate be subjected to application 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 payments of S&T claims.

CLOSING DATE : 07 June 2019

POST 18/324 : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM – PAEDIATRICS 1**
REF NO: PN (SPEC NURS) PAEDS /1/2019 (X1 POST)

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/Diploma in General Nursing + Diploma in Midwifery and 1 year post basic qualification Child Nursing Science speciality. Registration with SANC as Professional Nurse – Child Nursing Science (R212). Current registration with SANC as General Nurse and Child Nursing Science. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Child Nursing Science Specialty

after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and all relevant prescripts. Internal rotation of staff within the relevant specialty will be exercised according to patients need and night duty will be implemented. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES : Mrs NO Mkhize Tel No: (031) 240 1063

APPLICATIONS : must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 07 June 2019

POST 18/325 : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM – CRITICAL CARE**
REF NO: PN (SPEC NURS) CRIT-CARE /2/2019 (X1 POST)

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/Diploma in General Nursing and 1 year post basic qualification Critical Care specialty (R212). Registration with SANC as Professional Nurse – Critical Care. Current registration with SANC as General Nurse and Critical Care. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Recommendation: Diploma in Basic Midwifery (R2488). **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Critical Care Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices.

Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Internal rotation of staff within the relevant specialty will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

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

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

CLOSING DATE : 07 June 2019

POST 18/326 : **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM –MATERNITY REF NO: PN (SPEC NURS) NEONATAL AND LABOUR WARD /1/2019 (X3 POSTS)**

SALARY : Grade 1: R383 226 per annum
 Grade 2: R471 333 per annum
 Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/Diploma in General Nursing + Diploma in basic midwifery and 1 year post basic qualification Midwifery and Neonatal Nursing specialty (R212). Registration with SANC as Professional Nurse and Midwifery & Neonatal Nursing. Current registration with SANC as General Nurse and Midwifery and Neonatal Nursing. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Midwifery and Neonatal Nursing Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human

	relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
<u>DUTIES</u>	: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Internal rotation of staff within the relevant specialty will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES</u>	: Mrs NO Mkhize Tel No: (031) 240 1063
<u>APPLICATIONS</u>	: must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/327</u>	: <u>CLINICAL NURSE PRACTITIONER REF NO: DANCHC 03/2019 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 276 per annum Other benefits: 13th cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met
<u>CENTRE</u>	: Dannhauser Community Health Centre
<u>REQUIREMENTS</u>	: Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the Post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service arears. Co-

	ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
<u>DUTIES</u>	: Implement and advocate for programmes initiative for clients and the community served by the CHC. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the CHC. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the CHC. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the CHC. Work as part of a multi-disciplinary team to ensure good Nursing Care in the CHC. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the CHC. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
<u>ENQUIRIES</u>	: Mrs M Ntseki Tel No: (034) 621 6119
<u>APPLICATIONS</u>	: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080
<u>FOR ATTENTION</u>	: Mrs DBP Buthelezi
<u>NOTE</u>	: 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to Indian males and Indian females.
<u>CLOSING DATE</u>	: 07 June 2019
<u>POST 18/328</u>	: <u>ASSISTANT DIRECTOR: SYSTEMS REF NO: DANCHC 04/2019 (X1 POST)</u>
<u>SALARY</u>	: R376 596 – R454 920 per annum (Level 09). Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met
<u>CENTRE</u>	: Dannhauser Community Health Centre
<u>REQUIREMENTS</u>	: Standard 10 or Grade 12. An appropriate Bachelor's Degree/National Diploma in Public Management or Public Administration; and Three (3) years supervisory experience in systems management, and a valid driver's license (Code 08 or 10). Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies

Required for The Post: Knowledge of legislative prescripts governing the Public Service. Knowledge of and experience in General Administration, Patient Administration and Information Systems .Knowledge of relevant acts and regulations inclusive of Patient Fees Manual. Understanding of information Technology Systems. Knowledge of Health and Safety and Quality Assurance Management. Ability to develop policies and understand HR matters, including compilation of management reports. Sound leadership qualities and ability to perform independently and under pressure .Sound management, negotiation, interpersonal, decision- making and problem-solving skills. Good planning, organising, interpersonal relationship, listening and co-ordination skills. Capacity to build and maintain relationship, team building and supervisory skills. Concern for excellence and organising activities and projects for components. Knowledge of project management and good verbal and written communication skills. Knowledge of EPMDS and relevant policies and procedures; and Computer Literate in Microsoft Word, Excel, PowerPoint and Outlook.

DUTIES

: Manage the day-to-day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality. Manage the following services to ensure optimal usage and cost effectiveness in the entire institution; Cleaning Services, Telecommunication Services, Registry and Reprographic Services, Maintenance Services, Information Systems and Technology Services, Gardening Services, Patient Administration Service, Mortuary Services, Housekeeping Services, Security Services, Laundry Services, Transport Services, Occupational Safety, Waste Management and Systems Contracts Management. Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information. Implement and monitor effective systems policies, protocols and practices within the day-to-day operational areas. Oversee risk management system at the institution to ensure that an effective, up-to-date disaster and major incident management plans are maintained. Render expert advice to the management on matters relating to systems administration to ensure compliance with all statutory regulations. Provide technical advice to the management team in respect of operations and ensure that stand by and emergency facilities are properly maintained. Contribute as a member of the multi-disciplinary management team towards the effective and efficient management of the institution, and Ensure that staff has work plans and EPMDS tallying with the goals of the component and the institution.

ENQUIRIES **APPLICATIONS**

: Dr PZ Mabaso Tel No: (034) 621 6188
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 Mrs DBP Buthelezi

FOR ATTENTION **NOTE**

: Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to Indian males and Indian females.

CLOSING DATE : 07 June 2019

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

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

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

OTHER POSTS

POST 18/329 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICIAN)**
Cape Winelands District Office

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE : Drakenstein Sub District Office, Paarl
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 E/EB) driver's license. Physically fit to perform duties. Willingness to work irregular hours (i.e. day, night, overtime, after hours and weekends) when required. Competencies (knowledge/skills): Appropriate computer literacy in Ms Word, Excel. 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. Competent with hands-on practical work experience. Ability to write specifications (to describe the quality of jobs to be done and services to be rendered), in writing, and per drawings.

DUTIES : Day to day planning, and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. 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.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 June 2019

POST 18/330 : **ADMINISTRATION CLERK: ADMISSIONS (PHC FACILITY)**
Cape Winelands Health Services

SALARY : R173 703 per annum
CENTRE : Wolseley Clinic, Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills. Ability to maintain confidentiality. Excellent communication skills (verbal and written) in two of the three official languages of the Western Cape.

<u>DUTIES</u>	:	Compile headcount daily, weekly and monthly data and capturing of data, compliments and complaints on Sinjani. Complete registers, ordering and stock management as requested by the Operational Manager, Appointments list for follow up clients be generated from Tier.net and folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed), manage withdrawal of inactive folders & safe storage. If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed, patient routed to appropriate HCW. Manage appointments electronically or on diary, ensure an orderly filing system.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 18/331</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience within a hospital environment. Appropriate experience of patient information systems e.g. Clinicom. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to deal with information in a confidential manner. Good interpersonal relations, organisational skills and customer care. Practical experience in computer literacy (MS Word and Excel). Knowledge of Staff information system e.g. NIMS.
<u>DUTIES</u>	:	Effective and efficient patient administration, including checking that all patients are admitted on Clinicom, ensuring that all fees admin related documents are signed, ensuring availability of folders and necessary documents for admissions. Management of material resources, assets and ordering of ward stock. Information management, ensuring timeous submission of statistics. Perform administration duties including typing, filling, faxing and correspondence, dealing with telephonic inquiries and keeping notice boards tidy. Contribute towards generation of revenue for the institution. Deal with discharges, appointments, ICD10 Codes and that prescription charts are sent to pharmacy. Support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr N Goeieman Tel No: (022) 913-1175
<u>APPLICATIONS</u>	:	The District Office: Private Bag X15, Malmesbury, 7299. Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 18/332</u>	:	<u>PORTER</u> West Coast District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Swartland Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter experience. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Collect and distribute patient records and relevant documentation. Assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments.
<u>ENQUIRIES</u>	:	Mr G Wanenburg Tel No: (022) 487-9202
<u>APPLICATIONS</u>	:	The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION
NOTE
CLOSING DATE

: Mr E Sass
: No payment of any kind is required when applying for this post.
: 14 June 2019