



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 25 OF 2020  
DATE ISSUED 30 OCTOBER 2020**

### **1. Introduction**

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

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

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

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

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

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

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

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>EMPLOYMENT AND LABOUR</b>	<b>A</b>	<b>03 - 04</b>
<b>GOVERNMENT PENSIONS ADMINISTRATION AGENCY</b>	<b>B</b>	<b>05 - 06</b>
<b>HEALTH</b>	<b>C</b>	<b>07 - 08</b>
<b>HIGHER EDUCATION AND TRAINING</b>	<b>D</b>	<b>09 - 12</b>
<b>HUMAN SETTLEMENTS</b>	<b>E</b>	<b>13 - 15</b>
<b>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</b>	<b>F</b>	<b>16 - 19</b>
<b>NATIONAL TREASURY</b>	<b>G</b>	<b>20 - 21</b>
<b>OFFICE OF THE CHIEF JUSTICE</b>	<b>H</b>	<b>22 - 29</b>
<b>PLANNING MONITORING AND EVALUATION</b>	<b>I</b>	<b>30 - 31</b>
<b>PUBLIC SERVICE AND ADMINISTRATION</b>	<b>J</b>	<b>32 - 33</b>
<b>PUBLIC WORK AND INFRASTRUCTURE</b>	<b>K</b>	<b>34 - 62</b>
<b>SMALL BUSINESS DEVELOPMENT</b>	<b>L</b>	<b>63 - 66</b>
<b>WATER AND SANITATION</b>	<b>M</b>	<b>67 - 77</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>EASTERN CAPE</b>	<b>N</b>	<b>78 - 111</b>
<b>FREE STATE</b>	<b>O</b>	<b>112 - 113</b>
<b>GAUTENG</b>	<b>P</b>	<b>114 - 174</b>
<b>KWAZULU NATAL</b>	<b>Q</b>	<b>175 - 227</b>
<b>NORTHERN CAPE</b>	<b>R</b>	<b>228 - 229</b>
<b>NORTH WEST</b>	<b>S</b>	<b>230 - 244</b>
<b>WESTERN CAPE</b>	<b>T</b>	<b>245 - 268</b>

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

<b><u>CLOSING DATE</u></b>	:	16 November 2020 at 16:00
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

**OTHER POSTS**

<b><u>POST 25/01</u></b>	:	<b><u>COUNSELLOR GRADE 1-3 REF NO: HR4/4/7/76</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R579 147 - R642 765 per annum (OSD) Grade 2: R662 190 – R734 928 per annum (OSD) Grade 3: R750 024 – R832 398 per annum (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour Centre: Sabie A Four (4) years B Psych qualification or a B Psych equivalent. Statutory requirements: Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Legislative requirement: Employment Service Act, Unemployment Insurance Act Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Health professionals Act, Employment Equity Act. Skills: Planning and organising, Communication, Computer literacy, Analytical Presentation, Interpersonal, Report writing, Leadership, Networking.
<b><u>DUTIES</u></b>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit

and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES APPLICATIONS** : Mr RPL Mashile Tel No: (013) 764 2105/6  
Private Bag X523, Sabie, 1260 or hand delivery at 10<sup>th</sup> Avenue (Old Spar Centre), Sabie.

**FOR ATTENTION** : The Deputy Director: Labour Centre Operations Email: Jobs-MP@labour.gov.za

**POST 25/02** : **WORK - SEEKER REGISTRATION CO-ORDINATOR REF NO: HR 4/4/10/03**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Provincial Office: Mmabatho  
: A Three (3) year relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years Management experience. Three year's (3) functional experience in Public Employment/ Public Administration/ Management Services. A valid Drivers License. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge Management. Skills: Planning and organisation Communication, Computer, Analytical, Interpersonal, Reporting writing, Leadership, Information Management.

**DUTIES** : Provide operational technical support to labour centres for the delivery effective work-seeker registration services (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration services (Daily). Facilitate the training of ESSA end users (internal and external) on work-seeker registration service (daily). Manage and analyse the reports for work-seeker registration service (Daily). Manage operations and personnel resources for work-seeker registration service for subunit (Daily).

**ENQUIRIES APPLICATIONS** : Mr S Mogakane, Tel No: (018) 387 8100  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho

**FOR ATTENTION** : Sub-directorate: Human Resources Management. Email:Jobs-NW@labour.gov.za

**POST 25/03** : **PRACTITIONER: BUSINESS OPEARTIONS STATISTICS REF NO: 4/3/1PBOS/ UIF**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Unemployment Insurance Fund, Head Office  
: Three (3) year tertiary qualification in Information Technology/Computer Science / Statistics. One (1) year functional experience in Business Operations Statistics environment. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Operations Systems. System Development and Database Management. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing. Computer Programming. MIS and Database Systems Administration. System Development and Database Management.

**DUTIES** : Asses the control environment, risk management, as well as governance procedures. Manage IT Audit projects and provide functional support on IT Audit related issues. Generate reports to Senior Management, UIF Board and the Audit Committee on the Implementation of the Fund's Strategies and plans. Manage the resources within the IT Audit Unit.

**ENQUIRIES APPLICATIONS** : Mr ME Sebegu Tel No: (012) 337 1466  
: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [gpaa08@ursonline.co.za](mailto:gpaa08@ursonline.co.za) quoting the reference number in the subject heading of the email. Ensure to certify all supporting documents from Level 1 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 13 November 2020 at 12h00 noon No late applications will be considered.
- NOTE** : Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Ensure to certify all supporting documents from Level 1 of National Lockdown. Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful

candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

#### **OTHER POST**

- POST 25/04** : **COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS REF NO: CO/E-COM/2020-10-2C**  
(12 months contract)  
External Communications
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (plus 37% in lieu of benefits)  
: Gauteng  
: A degree or equivalent three year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of 3 years' relevant practical experience in Media Relations. Experience should include the drafting/writing of articles, speaking notes, media statements, publications, etc. Experience in working with journalists and advertising representatives. Ability to conceptualise, write and implement a Communications strategy. Knowledge of media landscape. Knowledge of execution of media campaigns. Knowledge of writing articles. Knowledge of writing media statements and articles. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical.
- DUTIES** : The purpose of these roles are to provide support in the Media and External communication of GPAA. The incumbents will be responsible for a wide variety of tasks which includes the following but not limited to: Develop and maintain external stakeholder contact database, media monitoring and analysis: Keep the Communications Unit abreast of developments in pensions and finance sector. Monitor GPAA/GEPF coverage in the media. Recommendations to management to remedy media coverage. Arrange, coordinate and oversee media briefing. Record media briefing proceedings. Update media database. Maintain stakeholder database. Organize workshops for external stakeholders. Liaise and maintain relationships with national and provincial departments and other stakeholders: Interact with different divisions and stakeholders to source information that needs to be communicated to the public. Communicate with stakeholders regarding the implementation of the communication strategy. Assist in the implementation of Communications and Marketing strategy in GPAA. Maintain the external communications channels: Arrange and conduct regular and specialized interaction, including editorial visits. Ensure pre-recorded interviews are edited. Conduct live interviews. Attend media briefings. Research and write articles for members and pensioners publications: Draft speaking notes and media statements. Prepare briefing notes and packs for campaigns. Draft all publications and coordinate pensioners' publications. Provide co-ordination of all external communication campaigns, and reports: Coordinate all outreach. Provide logistical support for all roadshows and campaigns in GPAA. Coordinate marketing and events of behalf of GPAA. Provide administrative support to the unit: Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.
- ENQUIRIES NOTE** : Ms Mapule Mahlangu on Tel No: (012) – 399 2639  
: Various contract positions for Communications Officers: External Communications on a 12 months contract are currently available at the Government Pensions Administration Agency: External Communications based at Head Office Pretoria.

## DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria or emailed to: [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 16 November 2020 closing time 12H00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 25/05** : **DEPUTY DIRECTOR GENERAL: NATIONAL HEALTH INSURANCE (NHI)**  
**REF NO: NDOH 33/2020**  
(5 Year Contract)
- SALARY** : R1 521 591 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : National Department of Health. Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) in Public Health, Community Health or Health Economics or Economics as recognized by SAQA. A qualification in Medical Sciences or Public Health will be an advantage. 8 – 10 years Senior Management experience in economics or health economics or health management. Knowledge of and experience in Health Insurance Policy development, evaluation and monitoring. In-depth knowledge and understanding of health challenges in South Africa, as well as the SADC region. Excellent communication skills (written and verbal). A creative and an innovative thinker. Good interpersonal skills. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure. Computer skills. Valid driver's licence. Key Performance: Ensure the improvement of health care financing to achieve effective universal coverage for the population. The development of a policy framework to co-ordinate and integrate financial planning and budgeting for the health sector. The provision of support to the health sector in determining pricing. The management of

**ENQUIRIES**

sector wide procurement and the distribution of nationally critical items or large spend items. The provision of support to the health sector in determining revenue and costs.  
: Ms VM Rennie on Tel No: (012) 395 8503 / 082 770 3682



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

**OTHER POSTS**

<b><u>POST 25/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: UMG/ADC/2020</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) Plus Benefits
<b><u>CENTRE</u></b>	:	Umgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	Recognised Bachelor's Degree (NQF7) in Education or related qualification. 05 years' experience in TVET College sector. 3 years management experience in TVET College sector. A valid driver's license Code 8. Computer literate in MS office package. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. Knowledge of Education Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal, ethics.
<b><u>DUTIES</u></b>	:	Oversee Curriculum Management and Administration. Oversee and manage all curriculum support activities to learning and teaching sites. Oversee the development, implementation and monitoring of curriculum services. Oversee Academic Management Services. Ensure provision of guidance for improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse assessment and examination results and develop and manage the campus and college improvement plan. Provide and manage development of learning materials. Manage human, financial and other resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Miss N Julia at Tel No: (033) 816 8619
<b><u>APPLICATIONS</u></b>	:	Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	20 November 2020 at 13:30
<b><u>POST 25/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: UTVETC/AD/INT001/07/20</u></b>
		Re-Advert: those who applied for this post need not re-apply
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) Plus Benefits
<b><u>CENTRE</u></b>	:	Umgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	A recognized three year National Diploma/Degree in Internal Audit. Professional Internal Auditor (PIA), with three (3) years' internal audit experience within the TVET Sector. Valid Code B drivers licence. Computer literate and proficient in Microsoft Office products. Knowledge of Compliance Management. Knowledge of Financial Management including budgeting and forecasting. Knowledge of relevant legislative requirements and College policies/procedures. Good communication skills both written and verbal. Ability to work under pressure, independently and in a team. Postgraduate Diploma in Internal Audit will be an added advantage
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Undertake audit projects. Perform Internal Audits, as

allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment. Compile audit findings, collating relevant working papers to provide evidence to support audit findings. Recommend actions emerging from audits based on schedule of findings collated. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting. Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission; flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for College Council and the Audit Committee. Develop preliminary audit plans. Recommend priority areas for the Internal Audit programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures.

- ENQUIRIES** : Miss N Julia at Tel No: (033) 816 8619
- APPLICATIONS** : Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
- NOTE** : 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.
- CLOSING DATE** : 20 November 2020 at 13:30
- POST 25/08** : **ASSISTANT DIRECTOR: ICT REF NO: UTVETC/ADICT/2020**
- SALARY** : R376 596 per annum (Level 09) (all-inclusive remuneration packages)
- CENTRE** : Umgungundlovu TVET College
- REQUIREMENTS** : A Diploma/Degree in Computer Science or Information Technology or Information Systems related field. The candidate should also have formal qualification in Information Technology such as N+; A+ and MSCE. Three to five (5) years in IT Networks and Service Desk Management. 1 year supervisory experience. A valid code 08 driver's license.
- DUTIES** : Performing operational duties, ensuring that computer hardware and software systems within the department are maintained to perform efficiently and effectively by monitoring of active data network or converged infrastructure and related network equipment. Supervising Service Desk to ensure that the ICT team supports the end-user with their logged incidents relating to network systems to enhance performance in their daily task. Ensure that all faulty equipment is fixed or referred to service providers and registers are properly kept and updated on repairs. Ensure that all computer/servers are updated with the latest patches / service packs / latest anti-virus definitions. Analyse logs on the system and resolve any problems that are identified. Ensure that Case Management system servers are running and updated on a regular basis. Manage all day to day ICT related activities. Develop, review and monitor the implementation of Information Communication Technology (ICT) policies.
- ENQUIRIES** : Miss N Julia at Tel No: (033) 816 8619

- APPLICATIONS** : Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
- NOTE** : 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.
- CLOSING DATE** : 20 November 2020 at 13:30
- POST 25/09** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: 2020/023**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) plus benefits as applicable in the Public Sector  
: Central Office  
: Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and quality management environment or equivalent qualification. Relevant Experience: 3-5 years in the Internal Audit environment/related field. Experience in the development of policies/implementation strategies. Knowledge: knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Skills: Planning and organizing. Financial Management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Advantageous: Person must implement a QMS system, needs extensive knowledge about it. Knowledge of Claroments would be an added advantage. Reviews and management of policies in the College. Knowledge of ISO accreditation.
- DUTIES** : The preparation and execution of the internal audit plan: Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College management approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, revaluated and that records of this assessment are maintained. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Management of staff development: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr. T.P Zulu Tel No: (035) 902 9500  
: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay, 3900.

**NOTE**

: Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 6 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**

: 17 November 2020 at 13:00

## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications can be forwarded to [Jobs@dhs.gov.za](mailto:Jobs@dhs.gov.za) (Please apply with the correct post name as well as reference number in the subject line)
- CLOSING DATE** : 13 November 2020 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. 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, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> 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. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements 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 25/10** : **ASSISTANT DIRECTOR: PROGRAMME MONITORING REF NO: DOHS/34/2020 (X2 POSTS)**  
Branch: Programme & Project Management Unit  
Chief Directorate: Programme Monitoring and Evaluation  
Directorate: Programme Monitoring  
Sub-Directorate: NHPP: Cluster 2
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)  
: Pretoria  
: Applications are awaited from persons who are in possession of a Matric/Grade 12 or equivalent, undergraduate qualification (NQF Level 6/7) or equivalent qualification in Social Science/ Statistics/Demography as recognized by SAQA. 3-5 years' experience in monitoring and evaluation system and processes, project management. Good interpersonal, planning, organizing and coordination skills. Knowledge of Government's human settlements programmes. Advance knowledge of Excel package. Information Management Skills, knowledge of Statistics Analysis Packages. Experience in programme evaluation, database management, research, project management and excellent report writing skills. A valid drivers' license.
- DUTIES** : Verification of quarterly reported non-financial performance of running projects financed through the Human Settlements Development Grant (HSDG) implemented in allocated provinces. Analysis of the data sources to verify quarterly reported non-financial performance in allocated provinces. Physical site visits to verify delivery Production of monitoring and verification reports. Implementation of the Monitoring, Evaluation and Impact Assessment (MEIA) Policy and Framework for the Housing Sector.
- ENQUIRIES** : Ms N Nortman Tel No: (012) 444-9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply.

<b><u>POST 25/11</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING FRAMEWORKS REF NO: DOHS/31/2020</u></b> Branch: Human Settlement Strategy & Planning Chief Directorate: Human Settlements Planning Directorate: Implementation Framework Sub-Directorate: Planning Frameworks
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Pretoria Candidates must be in possession of Matric/ Grade 12, relevant Undergraduate qualification (NQF level 7 as recognized by SAQA) and relevant post graduate qualification (NQF level 8 as recognized by SAQA) in the Development Planning Studies/Build Environment or related. 3 – 5 years relevant experience at office/ Practitioner level. An additional qualification in and/or in-depth knowledge and experience in HS Legislation, policy and programme, planning frameworks, HS Sector and Public Service Acts and PFMA. Computer literacy (MS Word, MS Excel, MS Project); and Well-developed communication interpersonal and strategic networking skills.
<b><u>DUTIES</u></b>	:	Participate in the development and maintenance of multi-year human settlements planning frameworks and instruments. Provide technical support to provincial and/or municipal offices on human settlements development programmatic planning frameworks. Provide training on human settlements planning frameworks and instruments; and Provide administrative support within the Sub-Directorate.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<b><u>POST 25/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORDERS REF NO: DOHS/32/2020</u></b> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Supply Chain Management Sub-Directorate: Orders and Payments
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Pretoria Candidates must be in possession of Matric/ Grade 12, relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years relevant experience. Experience in the SCM environment with management and control of commitments as well as creation and follow up of orders as some of the responsibilities. Knowledge of government Financial Management Systems including LOGIS and BAS. Proven ability to communicate at all levels. Good analytical and problem solving skills are important. The candidate must also have practical knowledge of the SCM prescripts and procedures, the Public Finance Management Act (PFMA) and related Treasury Regulations. Ability to plan, organize, negotiate and investigate as well as managing teams.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the Management and control of orders; Management and control electronic and manual order register; Control and authorizing of orders; Control 0-9 order follow ups; Control and maintenance of the LOGIS commitment register; Manage the LOGIS system and control monthly certificates for commitment register
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<b><u>POST 25/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: DOHS/33/2020</u></b> Branch: Office of the Director-General Directorate: Human Settlement Secretariat
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Pretoria Matric/Grade12 coupled with a relevant Bachelor's Degree/Equivalent qualifications (NQF level6/7 as recognized by SAQA); 3.-5 years' experience in committee work; Exceptional analytic and writing skills; Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act); Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office

Power Point; Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations; Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts; Ability to work under pressure and in a hectic & unpredictable environment; Planning & organizing skills; Supervision, management and leadership skills; Basic financial management skills, Willingness to travel extensively, a valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.

**DUTIES**

: Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee, Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures: Supervise and provide in-service training to subordinates on a variety of matters related to committee work; Compile reports, memoranda and letters regarding issues of the Sub-Component; Assist to oversee the budget of the Sub-Component.

**ENQUIRIES**

: Ms N Nortman Tel No: (012) 444-9115

**NOTE**

: Male candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to an intense competency test in the form of writing

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 16 November 2020

**NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 25/14** : **DEPUTY DIRECTOR: ASSET MANAGEMENT (DISPOSALS & LEASES): REF NO: 20/102/CFO**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A Degree/National Diploma in Commerce, Accounting, Financial Management, Supply Chain Management or equivalent qualification at (NQF level 6); 5 years' related leases and disposal management experience at supervisory/management level; Experience in the practical application of asset and inventory management reforms and frameworks; Practical Knowledge and understanding of the relevant reporting requirements such as GRAP, Modified cash standards and or IFRS; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; Understanding of BAS and JYP/SAP/BAUD systems will be an added advantage; A valid driver's license. Skills and Competencies: Advanced Computer Microsoft Excel (Ms Word, Powerpoint, Outlook and etc.); Good communication skills (verbal and written); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Monitoring and evaluation; Report writing; Accuracy and attention to detail; the ability to work independently; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Provide inputs during the preparation of the disclosure note for the leases and the disposals for Interim and Annual Financial Statements; Manage the movement of new and old assets; Provide effective people management.

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

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-102-CFO@Justice.gov.za](mailto:DOJ20-102-CFO@Justice.gov.za)



- POST 25/15** : **SENIOR ASSISTANT STATE ATTORNEY REF NO: 20/99/SA (X3 POSTS)**
- SALARY** : R510 432 – R1 192 947 per annum (LP5-LP6) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Johannesburg  
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice and office management; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims Court, CCMA and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of pleading and other necessary documents on behalf of clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitrations, register trusts; Provide supervision and training to debt collection clerks, junior attorneys as well as to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-99-SA@justice.gov.za](mailto:DOJ20-99-SA@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 25/16** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT (DISPOSALS & LEASES) REF NO: 20/100/CFO**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent qualification (NQF6); Minimum of 3 years' related financial /asset experience at supervisory level; Knowledge of PFMA, Treasury Regulations, Asset Management system and relevant prescripts; Knowledge and understanding of Asset Management framework. Skills and Competencies: Computer literacy; Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (verbal & written); Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Verification of inputs during the preparation of the Disclosure note for the leases and the disposal for Interim and Annual Financial Statements; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012)315 1090  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-100-CFO@Justice.gov.za](mailto:DOJ20-100-CFO@Justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 25/17** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 20/98/SA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Durban  
: 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); 2 years' experience in office administration and finance; Knowledge of the Public finance Management Act, Departmental Financial Instruction and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Interpersonal relations; Communication skills (verbal and written); Planning and organizing skills; Problem solving skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the Chief Litigation Officer; Render Human Resource services to the State

	:	Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M. Kooko Tel No: (012) 315 1164
	:	Quoting the relevant reference number, direct your application to: <a href="mailto:DOJ20-98-SA@justice.gov.za">DOJ20-98-SA@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 25/18</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 20/VA38/NW</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Delareyville Magistrate Court
	:	Three-year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; Valid driver's license. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources management; Computer literacy (Microsoft packages); Sound knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
<b><u>DUTIES</u></b>	:	Key Performance Area: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote Account); Manage the criminal and civil court administration sections; General supervision of administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of Justice; Implement Departmental policies; Manage and maintain prescripts related to the functions of the DOJ& CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office; and Performance of any other duties necessary to ensure smooth office running.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. L Shoai Tel No: (018) 397 7054
	:	Quoting the relevant reference number, direct your application to: <a href="mailto:RecruitmentNW-AODEL@justice.gov.za">RecruitmentNW-AODEL@justice.gov.za</a> or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>NOTE</u></b>	:	All former contract workers and Casual Interprets of the Department of Justice and Constitutional Development are encouraged to apply.
<b><u>POST 25/19</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE DDG: LEGISLATIVE DEVELOPMENT AND LAW REFORM: REF NO: 20/90/LD</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	A Secretarial Diploma or equivalent qualification at NQF Level 5; A minimum of 3 years' experience in rendering support services; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of financial, provisioning and Human Resource administration procedures and processes. Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skill; Computer literacy; Numerical skills; Writing skills; Presentation skills; Ability to work under pressure and be self-motivated.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide secretarial/ receptionist support service to the manager; Provide clerical support service to the manager; Render administrative support services; Provide support to manager regarding meetings; Support manager with the administration of the manager's budget.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. P. Leshilo Tel No: (012) 357 8240
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ20-90-LD@justice.gov.za">DOJ20-90-LD@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

**POST 25/20** : **PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 20/101/CFO**

**SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: A Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent (NQF6); A minimum of 2 years relevant experience in asset/financial management or relevant experience; Knowledge of Supply Chain Management framework and Asset Management; Knowledge of Public Financial Management Act; A valid driver's license. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict Management; Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Reconcile the accounting system with the Asset Register; Administer verification of leased assets; Administer Disposal of assets; Supervise human resources staff.

**ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-101-CFO@Justice.gov.za](mailto:DOJ20-101-CFO@Justice.gov.za)

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

**POST 25/21** : **ADMINISTRATIVE OFFICER: FAMILY COURT REF NO: 20/91/CS**

**SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: A Bachelors Degree or National Diploma in Administration/ Finance or any other relevant equivalent qualification; At least 1 year experience in Office Administration; Knowledge of government provisioning, supply chain and procurement processes; Knowledge of the Public Finance Management Act and budgetary/ financial management; A valid driver's license. Skills and Competencies: Interpersonal skills; Problem solving skills; Report writing skills; Project management skills; Computer literacy (MS Office); Communication skills (written and verbal); Ability to work under pressure.

**DUTIES** : Key Performance Areas: Administer the projects of domestic violence, femicide and persons with disabilities through the project management principles; Coordinate meetings, workshops and provide logistical arrangements as and when required; Draft memorandum, assist in compilation and management of the budget and expenditure report within the Directorate; Assist as Personal Assistant to the Director on an adhoc basis; Coordinate procurement of goods and services for the Directorate; Manage the payment of accounts, petty cash and control inventory.

**ENQUIRIES APPLICATIONS** : Ms M. Kganyago Tel No: (012) 315 1844  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-91-CS@Justice.gov.za](mailto:DOJ20-91-CS@Justice.gov.za)

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

**NATIONAL TREASURY**

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

<b><u>CLOSING DATE</u></b>	:	16 November 2020 at 12:00 pm
<b><u>NOTE</u></b>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

**MANAGEMENT ECHELON**

<b><u>POST 25/22</u></b>	:	<b><u>DIRECTOR: SCM MONITORING AND COMPLIANCE REF NO: S004/2020 (X2 POSTS)</u></b> Division: Office of the Procurement Officer (OCPO) Purpose: Manage the monitoring and evaluation of compliance with the SCM governance framework in all three spheres of Government. Re-Advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (all-inclusive remuneration package) Pretoria A Degree in Supply Chain Management/Procurement/Logistics/ Commerce/ Financial Management/ Business Management or equivalent, An experience in supply chain management/procurement, A minimum of 5 years' experience at a middle management (Deputy Director) level, Knowledge of the public sector SCM legislative framework, Knowledge of the Public Service Regulatory framework, Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> .
<b><u>DUTIES</u></b>	:	Some key outputs include: Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan of the SCM compliance and monitoring framework, Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring and framework including the collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-compliance, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government. Frameworks Management: Collaborate on and contribute to the development of a SCM governance framework: SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model specifically compliance, SCM-related grievance and dispute resolution mechanism & SCM non-compliance reviews and remedies framework. Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed: parameters for procurement plans (quarterly and annually) bid processes specifications and tender procedures, contract terms, pricing indices (monetary

values; per commodity sector; quarterly and annually), supplier / service provider delivery standards, deviations and changes to procurement standards, Manage reviews and report on preferential procurement policy compliance and impact including individual preferential procurement commodity markets for equity achievements, Manage and report on the analysis and identification of buying trends in government (quarterly and annually), Manage and report on the assessment and evaluation of SCM capability maturity specifically compliance, Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives. Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework, Manage the evaluation of and reporting on the impact of the SCM monitoring framework, Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information, Manage the content of SCM Monitoring-related KIM platforms.

**ENQUIRIES** : Human Resources Tel No: (012) 315 5100  
**APPLICATIONS** : e-mail to [Recruit.OCPO@treasury.gov.za](mailto:Recruit.OCPO@treasury.gov.za).

**OTHER POST**

**POST 25/23** : **DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO: S003/2020**  
 Division: Office of the Director-General (ODG)  
 Purpose: Facilitate the development, implementation and maintenance of the Department's strategy and planning pertaining to operational plans on the planning framework and measure alignment in compliance with regulatory frameworks.  
 Re-Advertisement

**SALARY** : R733 257 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma/ Degree in Business Management/ Project Management/ Public Administration/ Management, A minimum 4 years' experience in strategic and planning, Knowledge of the Public Service Monitoring and Evaluation Framework, Knowledge and experience of the different research methodologies, Knowledge and experience of information analysis and report writing.

**DUTIES** : Some key outputs include: Strategy: Co-ordinate the development, implementation and maintenance of operational plan of Divisions within National Treasury and liaise with relevant stakeholders, Develop, implement and maintain performance compliance and reporting systems, operational planning framework, and procedures, Implement measures to determine the effective and efficient alignment of Divisional strategic plans, Initiate, collect, analyse and compile report. Planning: Monitor the reporting framework of the National Treasury and measure alignment to address future planning through performance in compliance with regulatory frameworks, Implement the determined strategy for the effectiveness implementation of Divisional strategic plans, Engage stakeholders on miss-alignments of plans and advice on future rectification. Policy Development and Research: Provide inputs in the development of a customised framework for the National Treasury, Initiate research on trends and best practices with international and established role-players, Engage with establishment role-players on best practices pertaining to policy development and implementation, Liaise with internal and external stakeholders in the enhancement of Departmental reporting of strategic plans, performance, etc. Stakeholder Relationship: Provide advice and guidance on strategic, monitoring and reporting of operational planning to stakeholders, Facilitate operational plans workshops for internal stakeholders and liaise on issues of mutual concern.

**ENQUIRIES** : Human Resources Tel No: (012) 315 5100  
**APPLICATIONS** : e-mail to [Recruit.ODG@treasury.gov.za](mailto:Recruit.ODG@treasury.gov.za)

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685 Land Claims Court: Randburg
- Gauteng Local Division:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape** (Port Elizabeth, Mthatha & Grahamstown): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Kwa-Zulu Natal/ Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

**CLOSING DATE**

: 13 November 2020

**NOTE**

: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, 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. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only.

If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will not be considered or accepted.

#### **MANAGEMENT ECHELON**

**POST 25/24** : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: 2020/117/OCJ**

Re-advert candidates who previously applied, are encouraged to re-apply

**SALARY** : R1 251 183 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications); A relevant post graduate qualification will be an added advantage; 6 to 10 Years' relevant experience of which 5 years' experience must be at a senior managerial level in a human resource management environment; A valid driver's license; Willingness to travel; Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act); Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and ability to perform under pressure. Core Management Competencies: Capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management.

**DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy; Building capacity through human resource development and performance management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the Department; Undertaking a risk assessment, implementing and maintaining an effective risk management strategy; Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.

**ENQUIRIES** Ms L Kwinika Tel No: (010) 493 2500

#### **OTHER POSTS**

**POST 25/25** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2020/121/OCJ**

**SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mthatha High Court

- REQUIREMENTS** : An appropriate National Diploma / Bachelor's Degree in Public Management or Human Resource Management or equivalent qualification on NQF Level 6. Three (3) years' relevant experience in Court Administration. A valid driver's license (minimum Code 8). Computer Literacy. Skills and Competencies: Good communication skills (written and verbal). Good interpersonal skills. Attention to detail. Advanced computer skills (MS Office). Continual learning and information search. Public management, leadership, organisational and problem solving skills. Customer oriented. Ability to interpret and apply policy. Able to work accurately under pressure and work independently. Knowledge of the Public Finance Management Act, DFI, BAS, JYP and other applicable legislation. Knowledge of Assets, Facility and Risk Management will be an added advantage.
- DUTIES** : Supervise staff members such as Judge's Secretaries. Ushers and DCRS Clerks. Ensure recording of all court proceedings. Checking of statistics for all DCRS Clerks and submit to statistician. Ensure downloading of recordings and take necessary steps to procure transcription of records. General supervision of administrative staff and implement formal and informal disciplinary matter. 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 OCJ and Public Service in general. Train and develop staff. Manage the facilities of the department at court. Implement departmental policies. Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 25/26** : **JUDGES SECRETARY REF NO: 2020/122/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Polokwane High Court
- REQUIREMENTS** : Grade (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written). Administration and organizational skills; Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure; Attention to detail. Customer care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, Procedures and Guidelines.
- ENQUIRIES** : Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008
- POST 25/27** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2020/123/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: KZN
- REQUIREMENTS** : A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification. At least three (3) years functional



experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system (Attach certificates). Supervisory experience will be an added advantage. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

**DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.

**ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3167

**POST 25/28** : **SENIOR COURT INTERPRETER REF NO: 2020/124/OCJ (X2 POSTS)**

**SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Northern Cape High Court: Kimberley

**REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (English, Afrikaans, Setswana and IsiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

**DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

**DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

**ENQUIRIES** : Kimberley: Ms S Ruthven Tel No: (053) 807 2733  
Johannesburg: Ms T Mbalekwa Tel No: (011) 355 0404

**POST 25/29** : **REGISTRAR (X3 POSTS)**

**SALARY** : R257 073 per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Grahamstown High Court Ref No: 2020/118/OCJ  
Mthatha High Court Ref No: 2020/119/OCJ

<b><u>REQUIREMENTS</u></b>	:	Durban High Court Ref No: 2020/120/OCJ An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years’ legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<b><u>ENQUIRIES</u></b>	:	Grahamstown and Mthatha Mr S Mponzo Tel No: (043) 726 5217 Durban - Ms L Marrie Tel No: (031) 372 3167
<b><u>POST 25/30</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF NO: 2020/125/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mthatha High Court Grade twelve (12) or equivalent qualification. Skills and Competencies: Knowledge of PERSAL system. Knowledge of the prescripts regulating Human Resources Good communication skills (written and verbal). Computer literacy (MS Office; PERSAL experience). Good Interpersonal Relations. Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and good organising skills.
<b><u>DUTIES</u></b>	:	Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection and employee relations; etc; Keep statistics of all activities and report accurate statistics to supervisors. Assist with all administrative duties of Human Resources Component and respond to clients queries.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo Tel No: (043) 726 5217
<b><u>POST 25/31</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2020/126/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mthatha High Court Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine
<b><u>DUTIES</u></b>	:	Operate the recording machine and recording of Court proceedings. Ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo Tel No: (043) 726 5217
<b><u>POST 25/32</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 2020/127/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court: Port Elizabeth

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (written and verbal). Planning and organising skills. Proven Computer Literacy including MS Word & MS Excel. Good interpersonal relations. Good problem skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping.
<b><u>DUTIES</u></b>	:	Process the payments of creditors on JYP/BAS. Administer the collection of revenue, Issue receipts on monies paid in regarding private telephone costs, disposals etc. Attend to payroll administration. Administer petty cash. Prepare and process payments of S&T claims for Judges and officials. Prepare manual requisitions and capture on JYP. Receive and record all invoices in the invoice register. Process payment of invoices within 30 days. Maintaining and archiving of records
<b><u>ENQUIRIES</u></b>	:	Ms. N Biko Tel No: (043) 726 8580
<b><u>POST 25/33</u></b>	:	<b><u>ADMINISTRATION CLERK (LEGAL) REF NO: 2020/128/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	High Court: Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills, communication skills (verbal and written), minute taking skills, Decision making and time management skills. Good reporting skills, Creative and analytical thinking skills, Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo Tel No: (043) 726 5217
<b><u>POST 25/34</u></b>	:	<b><u>ADMINISTRATION CLERK (ASSETS) REF NO: 2020/129/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. An Accounting related qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislation. Financial Management. Excellent communication skills. Computer literacy. Analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines. Solution Oriented. Service Delivery Innovation (SDI). Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased assets register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable. Redundant and obsolete assets.
<b><u>ENQUIRIES</u></b>	:	Ms S Tshidino Tel No: (010) 493 2500/2533
<b><u>POST 25/35</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2020/130/OCJ</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	High Court Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Experience in Clerical/Administration functions will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and Organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.
<b><u>DUTIES</u></b>	:	Provide support services to case flow management. Render efficient and effective support services to the court. Issuing of summons at General Office. Update case progress on ICMS. Render counter service duties/functions. Prepare, issue and analyse court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and storage of all Civil and Criminal process.

Issue warrant of arrest for defaulters. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Deal with correspondence and attend to general public enquiries. Issue all processes that initiate court proceedings. Prepare and send case to transcribers for appeal and review purposes. Preparing and binding appeals and reviews. Attend to complaints from prisoners and members of the public. Provide administrative support in general as requested by Court Manager and Supervisor.

- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 25/36** : **REGISTRAR'S CLERK REF NO: 2020/131/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade twelve (12). Skills and Competencies: Computer skills. Good communication skills (written and verbal). Good interpersonal and Public Relation skills. Good Administration and Organisational skills. Customer Service skills. Ability to work under pressure. Additional Competencies, which may be of advantage: Paralegal Qualification. Knowledge of court process and procedures.
- DUTIES** : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Case management duties; render counter service duties /functions. Prepare, analyse and submit court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar. Court Manager and Supervisor.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 25/37** : **SECURITY OFFICER REF NO: 2020/132/OCJ (X2 POSTS)**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade 12. The following will serve as an added advantage: Three years' applicable experience; PSIRA, Grade a Certificate, firefighting Certificate, First Aid Certificate, Safety, certificate (SAMTRAC) and a Valid Driver's licence. Skills and Competencies: Proficiency in English. Good problem solving and planning skills. Time management skills. Customer service orientated. Accuracy and attention to detail.
- DUTIES** : Responsible for the control of access to the public premises and vehicle act, 53 of 1985. Maintain proper record keeping (all security registers). Check functionality of all security equipment. Monitor CCTV. Control of keys and working shifts. Conduct security risk assessment and report security breaches. Check functionality of the X-Ray Machines.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3167
- POST 25/38** : **USHER MESSENGER (X2 POSTS)**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court Ref No: 2020/133/OCJ  
Mthatha High Court Ref No: 2020/134/OCJ
- REQUIREMENTS** : Grade 12. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and Analysis. Time Management. Client Orientation and Customer Focus. Report writing skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.
- DUTIES** : Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms'

records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties.

**ENQUIRIES** : Durban - Ms L Marrie Tel No: (031) 372 3167  
Mthatha - Mr S Mponzo Tel No: (043) 726 5217

**POST 25/39** : **HANDYMAN REF NO: 2020/135/OCJ**

**SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Grade twelve (12) or Abet level 4: Qualification in plumbing, electrical or carpentry will be an added advantage. Skills and Competencies: Occupational health and Safety Act, Knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts, Computer literacy and basic software (outlook, excel and word). Behavioural competencies: Communication skills, Team participation, reliability, innovative.

**DUTIES** : Executive minor general building maintenance, attend to minor plumbing, electrical capacity and handyman, conduct routine weekly and monthly inspections of the building. Report unauthorised movement of equipment, report deliberate damage to property and assets.

**ENQUIRIES** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533

## 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 email to [HR@dpme.gov.za](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 13 November 2020 at 16:30 pm
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG) under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

## **MANAGEMENT EHCELON**

- POST 25/40** : **CHIEF FINANCIAL OFFICER REF NO: 028 /2020**  
Branch: Corporate Services
- SALARY** : R1 251 183 per annum (Level 14) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria  
Minimum Qualifications: An appropriate 3-year tertiary qualification (NQF 7) in B Com/Financial Management or equivalent with Accounting as a major. A relevant post-graduate qualification (NQF 8) will serve as an added advantage. Experience: Minimum of 10 years' relevant experience in Financial/Supply Chain Management, of which at least 5 years in the public sector (PFMA compliant institutions) and at least 5 years at Senior Managerial level (SMS). Being a Chartered Accountant will be an added advantage. General knowledge, skills and attributes: Above average computer skills. Training in Ms Excel is essential. Must have a valid driver's license. Sound technical knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices), modified cash-based accounting, public finance and SCM legislation and other regulatory frameworks. Sound knowledge of strategic planning and associated budgetary processes. Strategic and conceptual orientation; above average report writing and communication and problem solving skills. Management, including people management and empowerment, project management and operations management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
- DUTIES** : The successful incumbent will responsible be to manage the financial and procurement functions of the Department and ensure sound financial management. This entails establishing and maintaining appropriate systems and policies to ensure effective and efficient management of resources; Provide efficient and effective Supply Chain & Asset Management services to the Department and provide financial management services to the Department. Approve and manage contracts / service level agreements entered into by the Department and obtain legal advice where required and advise the management pertaining to matters that have strategic and financial implications. Ensure the equitable allocation, maintenance and effective utilization of financial resources in line with the strategic objectives of the DPME, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA and other relevant legislation and regulations. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the department by applying cost benefit analysis principles, ensuring value of money. Oversee the budgetary process within the DPME, exercise budgetary control and, at a strategic level, provide early warning mechanisms. Develop and facilitate the implementation of Supply Chain Management consistent with legislative and applicable prescripts. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General. Liaise with the relevant role-players within the various spheres of Government regarding transversal financial and Corporate Governance matters. Develop and implement effective financial strategies for the DPME. Provide sound technical advice on the performance of the DPME's financial matters to the management. Management of Human Resources in the Chief Directorate: Financial and Supply Chain Management.
- ENQUIRIES** : Kindly contact Ms Sibongile Mbeleki in connection with the post, applications and advertisement, Tel No: (012) 312- 0451.

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the 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.*

<b><u>APPLICATIONS</u></b>	:	E-Mail To: <a href="mailto:advertisement26@dpsa.gov.za">advertisement26@dpsa.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	16 November 2020
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. NB: Requirement for All Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .

## MANAGEMENT ECHELON

<b><u>POST 25/41</u></b>	:	<b><u>DIRECTOR: MONITORING AND EVALUATION, OVERSIGHTS AND INTERVENTIONS MANAGEMENT REF NO: DPSA 27/2020</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13). (All-inclusive package) The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate qualification in the field of Labour Law or Labour Relations or Human Resources Management or Public Administration or Public Management or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate experience at MMS/SMS. A minimum of 10 years appropriate experience in the field of monitoring/evaluation, or ethics management. Knowledge of Government legislative framework, Public Service legislative framework and policy framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Knowledge of public service policy framework and development process. Managerial skills: Strategic Management and Leadership, Program and project management, HR Management, Stakeholder Management and Intergovernmental Relations, Planning and organising. Generic Skills: problem solving, decision making, facilitation, negotiation, and presentation, report writing, computer literacy. Technical Skills: Policy development, analysis, design of Capacity development programmes development and Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	To manage the conducting of monitoring and evaluation. To Manage the Cooperation with relevant institutions and strengthening of government oversight of ethics, integrity, conduct and discipline. To manage the provision of technical assistance, and institutional support and capacity building to support implementation and compliance. To manage all the operations, systems and processes of the Directorate.



**ENQUIRIES**

: Mr. SCJ Hoogenraad-Vermaak at Tel No: (012) 336 1281

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** :
- Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Mr R Joseph
- Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza
- Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr NJ Khotsa
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley For Attention: Ms D Mashapa
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms N Mzalisi
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Ms F Clark
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735, hand delivery: 810 Maisantoe and Albert Luthuli Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T Oagile
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. E Booyesen
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300 For Attention: Mr D Manus
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms A Mafa/ Ms K. Tlhapane
- CLOSING DATE** : 20 November 2020 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 (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People

with disabilities are encouraged to apply. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

#### **OTHER POSTS**

**POST 25/42** : **DEPUTY DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2020/85 (X2 POSTS)**

**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

**REQUIREMENTS** : A relevant three-year tertiary qualification in Commerce, Property Management, Asset Management, Business Administration and Public Relations Management or equivalent as recognized by SAQA. Relevant experience in Asset Management and Property Management. Experience in Asset Register environment or State land administration will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : Ensure successful execution of the IAR Concurrent Mandate through continuous interaction with key stakeholders of the State land community. Provide support and guidance to other National and Provincial custodians by addressing management assertions. Review and update policies, frameworks and guidelines in collaboration with other National and Provincial custodians. Promote uniformity in the management of immovable assets in line with GIAMA principles/responsibilities of the custodian. Facilitate the rectification of erroneously vested land parcels and ensure endorsement of the relevant title deeds. Provide support to the Operation Bring Back programme. Facilitate the transfer of immovable assets among National and Provincial custodians in accordance with Section 42 of the PFMA. Ensure that Provinces and other National Custodians are appropriately empowered with relevant information to successfully execute their responsibilities of managing their IARs. Manage, coach and monitor performance of subordinates.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No (012) 406 1143 / 2043.

**POST 25/43** : **DEPUTY DIRECTOR: IAR VERIFICATION REF NO: 2020/86**

**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

**REQUIREMENTS** : A relevant three-year tertiary qualification in town planning, property management, asset management, project management or equivalent. Relevant experience in asset management, property management and project management. Willingness to travel, a valid driver's license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : Manage IAR verification logistics including mobile application and system tools. Monitor the implementation and maintenance of IAR essential policies and procedures at regional level. Address completeness of the IAR through reconciliation of data from various sources. Conduct physical verification activities to provide status information around the existence and condition of

all Immovable Assets in the register and completed infrastructure projects. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Provide appropriate support to IAR projects in the REIRS division. Manage, coach and monitor performance of the subordinates.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 1143 / 2043

**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Central Government Building, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 25/44** : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2020/87**

**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

**REQUIREMENTS** : A relevant three-year tertiary qualification in Information Technology and Asset Management as recognized by SAQA, Relevant experience in the property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 1143 / 2043

**POST 25/45** : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER PROJECTS & SUPPORT REF NO: 2020/88**

**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

**REQUIREMENTS** : National Diploma/ B Degree in Law, Property Management and Asset Management, Relevant experience in Property Management, Conveyancing and / or State Land Administration or relevant. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : 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. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Provide appropriate support regarding the implementation of the Operation Bring Back Strategy. Identify and record all State land expropriated by DPW as contemplated by the Expropriation Bill of 2016. Research/literature on new developments on project management methodologies, Research and

management of Title Deeds. Liaise and interact with relevant stakeholders on project management. Surveying of land parcels. Vesting of land parcels. Endorsements of Title Deeds. Implementation of the State Domestic Facilities Framework. Conveyancing of approved disposals. Process, manage and transfer all approved disposals for socio economic and Land Reform purposes in line with the Disposal policy and section 42 of the PFMA. Manage section performance within the sub-directorate. Report on the performance of the unit against operational plan, business requirements and targets. Develop the work plan for the unit and ensure effective prioritisation and resource planning.  
Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

**ENQUIRIES**

**POST 25/46**

**DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2020/89**

**SALARY**

R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE**

Port Elizabeth Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Human Resources Management, Management Sciences/Social Sciences. Extensive experience in the Human Resources Management /Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge: PERSAL. The Public Service Act. Public Service Regulations. Financial manual. Treasury Regulations and prescripts from the Department of Public Service and Administration. Skills: Management. Analytical thinking. Language proficiency. Report Writing. Numeracy. Research. Organizing and planning. Computer literacy. Advanced interpersonal and diplomacy. Decision making. Project management. Personal Attributes: Innovative. Creative. Resourceful. Energetic. Helpful. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. People orientated. Trustworthy/reliable. Assertive. Hard working. Highly motivated. Ability to work independently.

**DUTIES**

Effective and efficient implementation of recruitment processes in the Regional. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of services. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region-market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships, and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound Labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between human resources and management on an ongoing basis. Implement the disciplinary and grievance management policy. Ensure finalization of cases within regulated timeframes.

**ENQUIRIES**

Mr. J Van Der Waldt Tel No: (041) 468 2003

**POST 25/47**

**DEPUTY DIRECTOR: PROVIDERS' CAPACITY BUILDING AND COORDINATION (EPWP) REF NO: 2020/90**

**SALARY**

R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

A three year tertiary qualification in Financial Management/Administration/ Supply Chain Management or equivalent; Extensive experience in Finance or Supply Chain Management field in Junior management or related. A valid driver's license is compulsory. Knowledge of the relevant Public Service regulation Skills Development Act and the National Skills Development Strategy plan /NQF/SETA/QCTO/SAQA/NSF framework/ EPWP business plan

and the Training Framework, PFMA and National Treasury prescripts. Skills: Communication (written and verbal), Planning and organizing, Facilitation and presentation, Stakeholder and client liaison, Project management and administration, Policy analysis, Problem Solving, Computer literacy, Analytical, Report writing, People management and supervision.

**DUTIES** : Develop and monitor the implementation of directives, norms & standards, guidelines, and policies related to training for EPWP participants, Facilitate the procurement, contracts and claims process of the appointed training providers, Facilitate effective technical support and record management services, Manage and supervise employees to ensure an effective condition of service and undertake all administrative functions required with regard to financial and HR administration, Compile and submit all required administrative reports.

**ENQUIRIES** : Ms Tsholofelo Pooe Tel No: (012) 492 3082

**POST 24/48** : **DEPUTY DIRECTOR: PROVISIONING AND LOGISTICS (SUPPLY CHAIN MANAGEMENT) REF NO: 2020/91**

**SALARY** : R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A Three year tertiary qualification in the Public Administration, Logistics, Finance or Procurement; Business Management/Administration or Supply Chain Management qualification. An extensive related years of experience in Supply Chain Management in particular Provisioning and Logistics Management with more than three years at management supervisory experience. Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA). Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

**DUTIES** : Effective operational management of Provisioning and Logistics unit. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of directorate's budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Understanding of Movable Asset Management. Ensure adherence to prescripts/ policies and provide advice to all Regional Business Units. Manage the sub directorate's office administration; manage human resource, equipment and finances; manage employment-related processes.

**ENQUIRIES** : Mr. E. Dlamini Tel No: (021) 402 2082

**POST 25/49** : **DEPUTY DIRECTOR: ACCOUNTS & BUDGETS REF NO: 2020/92**

**SALARY** : R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) or equivalent qualification will be an added advantage;

appropriate relevant experiences and supervisory level and a valid driver's license. Working knowledge of GRAP / GAAP and Financial Management and Accounting; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the Department and Public Sector; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; Knowledge in Supply Chain Management; Knowledge of transversal systems used in the Public Sector e.g. BAS, PERSAL and LOGIS and internal systems used by the department e.g. SAGE, Archibus, WCS and PMIS will be an added advantage. Skills and Competencies: Interpersonal and diplomacy; Management skills; Good communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet tight deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

**DUTIES** : Advise and assist the Director: Finance in the exercising of powers, functions assigned and delegations and render effective and efficient support to clients; Ensure the effective implementation of and compliance with applicable acts, regulations and prescripts; Develop in-house control mechanisms for all operations; Review business processes regarding all functions performed within the unit; Prioritise and facilitate the compilation of budget inputs as required by Head Office; Complete the MTEF requirements; Effective and efficient management of expenditure, revenue, suspense accounts and reconciliation of business systems with best practice accounting norms and standards; Prepare financial statements and ensure that accruals and commitments are recorded in line with relevant accounting standards; Coordinate and facilitate internal and external audits and inspections and report to audit steering committee; Management and supervision of staff within the unit. Identify and facilitate internal and external training for the staff.

**ENQUIRIES** : Ms N Kani Tel No: (021) 402 2087

**POST 25/50** : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER**

**SALARY** : R733 257 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE** : Durban Regional Office Ref No: 2020/93A

Polokwane Regional Office Ref No: 2020/ 93B

**REQUIREMENTS** : A three year tertiary qualification in the Security Management field/discipline or equivalent qualification. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

**DUTIES** : Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security

measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/improvements/disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

- ENQUIRIES** : Mr. NN Vilakazi, Tel No: (031) 314 7150  
Mr. M. Ntshani, Tel No: (015) 291 6444
- POST 25/51** : **DEPUTY DIRECTOR: FINANCIAL REPORTING POSITIONS REF NO: 2020/94 (X6 POSTS)**  
(36-Month Contract)  
Re-Advertisement
- SALARY** : R733 257 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
- CENTRE** : Bloemfontein Ref No: 2020/94 A (X1 Post)  
Mmabatho Ref No: 2020/94 B (X1 Post)  
Nelspruit Ref No: 2020/94 C (X1 Post)  
Polokwane Ref No: 2020/94 D (X1 Post)  
Port Elizabeth Ref No: 2020/94 E (X1 Post)  
Pretoria Ref No: 2020/94 F (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end



procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES** : Mr H Abrahams Tel No: (012) 406 1270

**POST 25/52** : **ASSISTAND DIRECTOR: IAR REPORTING REF NO: 2020/95 (X2 POSTS)**

**SALARY** : R470 040 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A three year tertiary qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers license, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

**DUTIES** : Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 2043.

**POST 25/53** : **ASSISTANT DIRECTOR: IAR GIS REF NO: 2020/96**

**SALARY** : R470 040 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A degree in Geography and Information Technology. Compulsory registration with PLATO as a GISc Professional on appointment. Relevant experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid drivers License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES** : Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immoveable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 1143

**POST 25/54** : **ASSISTANT DIRECTOR: IAR DATA ANALYST REF NO: 2020/97**

**SALARY** : R470 040 per annum

**CENTRE** : Head Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary Qualification in Information Technology, Relevant experience in the property management, IT environment or Data Management, willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Decision making Skills. Negotiation, Communication and Problem Solving Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Data analysis, Data Standardization, Data Warehousing, Project Implementation and management, GIS knowledge, Framework for supply chain management, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to IAR Deputy Director. Good Verbal and written communication Skills. Understanding the mandate of the Department. Financial Management, Time Management and Computer Literacy Skills.
<b><u>DUTIES</u></b>	:	Assist in managing IAR Data and data projects related to the DPW and its family, Assist in the development of processes for the alignment and management of IAR data for the DPW family, Assist in implementing the controls associated with management of the integrity of the IAR Master data (Manual and Automated controls), Maintain alpha-numeric data structures to ensure data links with spatial data, Accurately complete IAR data, Standardize and upload data into a common platform for analysis, reporting and a single point of truth, Update IAR data continuously based on additions (new or prior year adjustments), Compare the immovable asset register of the Department with the immovable asset registers of other custodian departments, Compare the UAMPS, CAMPS, WIP, CSG and Deeds data with the immovable asset register of the Department and monitor completeness, Provide immovable asset data and information to users and stakeholders, Attend to all asset register "sub ledger" accounting and reconciliation requirements, Perform monthly reconciliations between IAR and sub-ledgers, Investigate reconciling items and prepare necessary adjustments, Maintain the AUC register, Ensure that the IAR is updated timely, Ensure IAR reporting is accurate, relevant and in line with accounting standards, Assist with the preparation of the immovable asset note to the Annual Financial Statements, Prepare and maintain an updated audit file, Assist with the year-end close process, Ensure that billing and lease source data is aligned to the IAR ,Engage with relevant stakeholders, Analyse itemised billing register and lease register and confirm ownership, Investigate discrepancies and report on results, Assist in implementation of IAR policies, frameworks and guidelines, processes, norms & standards and strategies in line with IT standards, Assist in the implementing of IAR policies, frameworks and guidelines, processes, norms & standards and strategies in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State, Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes.
<b><u>ENQUIRIES</u></b>	:	Mr. Siboniso Sokhela Tel No: (012) 406 2043
<b><u>POST 25/55</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2020/98</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Nelspruit Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification or Degree in Human Resources Development /Human Resource Management/Public Management/Public Admin or Behavioural Sciences. Relevant experience in Training Coordination. Knowledge and experience in reporting, records management, verification of training provider claims, contract management, and supply chain management are important requirements for the job. The job is a high travelling job with irregular working hours and requires a valid driver's license and computer literacy in Microsoft Office package.
<b><u>DUTIES</u></b>	:	Coordinate the training for EPWP participants; Provide assistance in the management of budget allocated to the region for the training of EPWP participants; Assist in the coordination of the procurement of training providers and support training providers on contractual matters; Support training providers on payment of training claims. Collect data for reporting on training interventions; Keep records of training conducted. Coordinate capacity building programmes for EPWP Officials.
<b><u>ENQUIRIES</u></b>	:	Ms Cinderella C Makunike Tel No: (012) 492 3075

- POST 25/56** : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2020/99**  
(Re-advert)
- SALARY** : R470 040 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in property acquisitions will be an added advantage. Willingness to travel, valid unendorsed drivers license. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/systems; Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.
- DUTIES** : Verify confirmation of funds from client departments. Lead the procurement process for all procurements at head office. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile budget and expenditure reports for the section.
- ENQUIRIES** : Ms MM Mokhohloa Tel No: (013) 753 6301
- POST 25/57** : **ASSISTANT DIRECTOR: LEASING PROPERTY MANAGEMENT REF NO: 2020/100**
- SALARY** : R470 040 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A National diploma/Bachelor's degree or equivalent qualification in Property Management, Relevant experience, A valid driver's license, Knowledge and understanding of Government procurement systems, Good financial as well as strong negotiations skills, Sound analytical and interpersonal skills, Knowledge of building inspections and the real estate markets and its trends, Ability to work well under pressure.
- DUTIES** : Obtain cost effective hired office accommodation and unimproved housing for all National Government departments. Maintain PMIS for all leased properties to ensure timeous rental payment. Submit all statistical monthly reports to the Head of Section. Compile the budget for the hiring of accommodation, repairs and refurbishment as well as day to day maintenance of leased properties. Provide financial control over expenditure of allocated funds. Liaise with Client Departments, building owners and lease administrators to ensure client satisfaction. Perform supervisory functions. Ensure compliance with relevant legislation and Acts to avoid qualified audits.
- ENQUIRIES** : Mr L Ndabeni Tel No: (012) 492 3178
- POST 25/58** : **ASSISTANT DIRECTOR: UDM (SAPS & OTHERS) REF NO: 2020/101**
- SALARY** : R470 040 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in the Built Environment, Real Estate Management, Marketing, Commerce or equivalent in Administration field with extensive appropriate experience in client relations. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the different facets of the built environment and property industry is essential. Sound budgeting, project management and financial management skills. Knowledge of WCS. Computer literacy. Knowledge of PFMA. Ability to work under pressure, think analytically,

- innovative and self-motivated. Good verbal and written communication skills.  
A valid driver's license.
- DUTIES** : The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure monitoring and implementation programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Ensure efficient turn-around times on strategic initiatives and programme related reports. Facilitate and minute regular forum meetings with client departments. Advice, interact and source information from client departments and departmental service providers. Assist with the implementation and management of Service Level Agreements. Give inputs towards the compilation and implementation of annual business plans for the Directorate. This post will require official travelling and the incumbent must be willing and able to travel as and when required.
- ENQUIRIES** : Ms N. Ncapayi Tel No: (015) 291 6455
- POST 25/59** : **ASSISTANT DIRECTOR: HORTICULTURE SERVICES REF NO: 2020/102**
- SALARY** : R470 040 per annum  
**CENTRE** : Cape Town Regional Office (Groote Schuur Estate)  
**REQUIREMENTS** : A three year tertiary qualification in Horticulture with relevant experience in the field of horticulture. Must be computer literate. Be in possession of a valid drivers license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. Have good communication skills.
- DUTIES** : The successful candidate will be: Supervising the processing of horticultural tasks in the field of horticulture. Report writing. Does long and short term planning. Prepare and finance business plan with Deputy Director and client services. Prepare monthly progress reports. Formulation of the garden services budget. Ensure proper commitment registers. Management of all procurement of horticultural services. Be able to communicate with prestige clients. Clear knowledge of SCM procedures.
- ENQUIRIES** : Mr D. Lewin Tel No: (021) 4022104  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town
- FOR ATTENTION** : Ms. E Booysen
- POST 25/60** : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2020/103**
- SALARY** : R470 040 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate experience in property management and /or information systems or fixed asset management environment; A valid driver's license. High degree of computer literacy, good communication and interpersonal skills. Good written, analytic and financial skills.
- DUTIES** : Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff Comply with the requirements of the PFMA.
- ENQUIRIES** : Ms N Cikolo Tel No: (012) 492 3096

<b><u>POST 25/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 2020/104</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Public Administration or Public Management (or equivalent qualification) and relevant experience in Strategic Planning. A valid driver's license. Knowledge and understanding of Strategic Planning frameworks, systems, procedures and processes applicable in the Public Service. Knowledge of government legislations and policies. Good communication (both written and verbal) skills. Computer literacy with at least knowledge of MS, Word, Excel, Outlook and PowerPoint.
<b><u>DUTIES</u></b>	:	Assist with the facilitation and compilation of the Strategic Plan, Annual Performance Plan and Annual Operational Plan. Assist with alignment of strategic planning documents and budget documents (ENE). Assist with the coordination of annual strategic planning sessions including drafting and sending of invitations, confirm attendance, draft agendas and minutes at strategic planning meetings. Assist with the development of planning policy, guidelines and project plans. Review and analyse strategic plans, Annual Performance Plans and Operational Plans for the Department and Public Entities and provide a detailed reports with findings and recommendations. Provide technical support and advice to the business units on strategic planning matters. Assist with developing presentations. Make presentations at branch meetings when required. Analyse plans and reports and conduct research on recent developments in the planning field. Compile strategy documents and reports and provide administrative support to the Strategic Planning unit. Ability to work on tight deadlines and under pressure. Liaise with all levels of management in the department. Ensure timeous submission of planning documents to oversight bodies. Attend meetings and forums as required. Allocate work and manage performance of Administrative Officer. Identify training needs and facilitate training for the administrative officer.
<b><u>ENQUIRIES</u></b>	:	Ms A Monyela Tel No: (012) 406 1358
<b><u>POST 25/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2020/105</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Real Estate / Property Science / Urban and Regional Planning or a related appropriate qualification with appropriate experience in Property Management and/or information systems or a fixed asset management environment, Knowledge of property related legislation, Computer literacy, Good communication and interpersonal skills, Good written, analytical and financial skills, Willingness to travel extensively, A valid driver's license is a pre-requisite.
<b><u>DUTIES</u></b>	:	Conduct physical verifications to ensure that State Owned Properties are utilised efficiently and optimally. Ensure that the Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stakeholders. Liaise with client Departments to ensure optimal utilisation of State Owned Properties. Supervision of staff. Comply with the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA).
<b><u>ENQUIRIES</u></b>	:	Mr L Ndabeni Tel No: (012) 492 3178
<b><u>POST 25/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: UMD: PROJECT BUDGET ADMINISTRATION USER DEMAND MANAGEMENT REF NO: 2020/106</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in the Financial (Project Budget) or Administrative fields. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports from the WCS system. Sound budgeting, financial, programme management and administrative skills with specific reference to the Capital and Repair and

		Refurbishment budgets. Strong supervisory abilities and strategic planning skills. Analytical and problem-solving skills. Computer literacy in MS Office (Word and EXCEL). An understanding of the Construction industry with specific reference to the Programme Management environment. Knowledge of the PFMA, PMDS and all other relevant legislation. A valid driver's license as well as the willingness and ability to travel as and when required.
<b><u>DUTIES</u></b>	:	Monitor the Implementation Programmes and monthly expenditure reports for forced tender dates, correct cash flow projections and expenditure. Budget control of the Capital, Repair and Refurbishment and Recoverable budgets. Approve authorisation documents and update the Works Control System (WCS). Authorise funds for the invitation and award of bids as well as additional funds required for both consultants and contractors aligned to the approved Implementation Programmes. Liaise with Project Managers on budget related matters. Liaise with PBA HO for requesting of additional funds and any other budget requirements that may arise. Ensure the data integrity of WCS with relevance to all budget related matters. Prepare infrastructure budget reports for the DD: UDM and Regional Office Management as required. Attend the monthly Programme Management meetings. Attend Client Forum and other ad hoc meetings as and when required. Manage the human resources of the PBA unit.
<b><u>ENQUIRIES</u></b>	:	Ms J Smith Tel No: (021) 402 2097
<b><u>POST 25/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2020/107</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum
	:	Polokwane Regional Office
	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications and relevant supply chain management, contract management experience. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and Logis and Bas systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
<b><u>DUTIES</u></b>	:	Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
<b><u>ENQUIRIES</u></b>	:	Mr P.P. Mothiba Tel No: (015) 291 6309
<b><u>POST 25/65</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 2020/108</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum
	:	Polokwane Regional Office
	:	A three year tertiary qualification in Supply Chain Management/ Finance/ Administration/ Public Management or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good

- verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department (Regional Office). Ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan. Consolidate the procurement plan and table for approval by the accounting officer; Supervise and compile tender/quotation specifications as required. Compile and publish request for proposals as required. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents; Publish tender invitations; Receiving and opening of bid documents; Render advice during the tender/bid briefing sessions; Keep records of all minutes and monitor validity of closed tenders; Compile monthly reports on tenders evaluated. Coordinate, review, and compile the list of prospective providers for Quotations:- Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. General supervision of subordinate employees.
- ENQUIRIES** : Mr P.P. Mothiba Tel No: (015) 291 6309
- POST 25/66** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2020/109 (X3 POSTS)**  
(36-Months Contract)  
Re-Advertisement
- SALARY CENTRE** : R376 596 per annum  
Kimberley Ref No: 2020/ 109 A (X1 Post)  
Mthatha Ref No: 2020/109 B (X1 Post)  
Nelspruit Ref No: 2020/109 C (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6). Extensive relevant finance experience with GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
- ENQUIRIES** : Mr H Abrahams Tel No: (012) 406 1270

**POST 25/67** : **ASSISTANT DIRECTOR: UTILISATION AND CONTRACT REF NO: 2020/110**

**SALARY** : R356 596 per annum  
**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Real Estate Management or related qualification. Appropriate experience in the property field. Sound understanding of property legislation. Good financial and negotiation skills. Sound analytical and problem-solving skills. Understanding of the PFMA. Understanding of the built environment, knowledge of regulations applicable to the development of property, knowledge of financial processes and systems, knowledge of contractual processes and procedures, knowledge of procurement processes and systems. Good communication skills, both verbal and written. Valid driver's license. Prepared to travel. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Manage property related contracts and agreements by undertaking tenant verifications. Administer the drafting and conclusion of contracts and agreements between the Department and tenants on leased properties. Manage the implementation of the conditions of lease agreements, particularly with regard to contract milestones and ensure the payment of rentals. Manage the repayment or recovery of outstanding debts. Ensure that accurate information is captured on the Property Management Information System. Keep trade of developments with regards to Property management trends. Ensure that there is frequent site visits to all state owned lease properties. Liaise with all relevant stakeholders.

**ENQUIRIES** : Mr N. Mathivha Tel No: (012) 310 5027

**POST 25/68** : **SENIOR ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2020/111**

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office

**REQUIREMENT** : A relevant three year National Diploma in Public Administration/ Management Assistant or equivalent NQF Level 6 qualification. Relevant working experience in administration field. An experience in asset management will be an added advantage. Valid drivers License. Computer literacy. Wide range of office management and administrative tasks. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. Hard working. Office administration and organisational skills.

**DUTIES** : Provide effective administration support services to the Chief Directorate, Integration of meetings and development of a Corporate Calendar for the year, Liaise and consolidate with stakeholders involved with the office, Resolve queries and complaints through the engagement of relevant stakeholders, Remain abreast with the procedures and processes that apply in the office of the manager, Collect and compiles all necessary documents to inform on the contents for the manager, Coordinates logistical arrangements for meetings when required, Collect and coordinates all the documents that relate to the manager's budget, Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending, Monitor, evaluate and reporting monthly/ quarterly/annually on Chief Directorate performance, Quality- assurance the Portfolio of Evidence of the progress reports provided against the targets and performance indicators. Liaise with the Directors on performance information reports. Assist with tracking responses to stakeholder and staff queries.

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 1143/1143

**POST 25/69** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENT REF NO: 2020/112**

**SALARY** : R316 791 per annum  
**CENTRE** : Nelspruit Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Social Sciences, Management Sciences Human Resources Management, Labour Law or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations Act, BCEA, PFMA, Skills



		Development Act, etc. Proven exposure/experience in collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Basic knowledge of the PERSAL system. A valid driver's license and willingness to travel. Computer literacy.
<b><u>DUTIES</u></b>	:	Implementation of Labour Legislation. Advice and pro-actively manage departmental risk on industrial actions. Maintain labour relations, grievances and misconduct database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statistics on PERSAL.
<b><u>ENQUIRIES</u></b>	:	Mr. EK Nguyuza Tel No: (013) 753 6319
<b><u>POST 25/70</u></b>	:	<b><u>SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT REF NO: 2020/113</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Supply Chain Management or related qualification. Relevant experience in Supply Chain field. Knowledge of Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures. Financial administration processes and LOGIS and BAS systems. Contractual policies and procedures. Effective communication skills; technical report writing skills. Numeracy. Computer literacy. Interpersonal relations; general office administrative and organisational skills. Understanding of Contract management; SCM processes and systems. A valid drivers' license. Prepared to travel; willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Administer contracts in accordance with approved Contract Management strategies and procedures. Verify the variation request to determine if it's not covered under the existing contract and pricing structures. Arrange engagements with suppliers to discuss proposed variations. Ensure that agreed variations are clearly documented. Update contract details to maintain the integrity of contract information. Keep good records of contract documentation. Provide advice on contracts and contract administration processes. Check that milestone completion notices and other documents required for payment meet contractual requirements. Advise on aspects which deviate from contract requirements. Present and explain contract requirements, and terms and conditions to stakeholders to support compliance with relevant procedures. Confirm contract terms are understood by relevant stakeholders. Establish and maintain stakeholder and supplier relationships to identify and minimise risk. Analyse and report on specific risks associated with contracts;
<b><u>ENQUIRIES</u></b>	:	Ms LP Khumalo, Tel No: (012) 310 5168
<b><u>POST 25/71</u></b>	:	<b><u>SENIOR ADMIN OFFICER: ACQUISITIONS MANAGEMENT (SCM) REF NO: 2020/114</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Supply Chain Management or Logistics or Finance or Public Finance Management or equivalent qualification and relevant work experience in Bid and Quotation Administration. Competencies: Computer skills. Sound knowledge of Government Procurement procedures, namely Supply Chain Management, Preferential Procurement Policy Framework Act, PFMA and Treasury Regulations. A Valid Driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Perform any other assigned duties in relation to Supply Chain Management activities and maintain compliance. Liaise with Contract and Legal Administration on bids awarded. Supervise staff.

It will be expected of the candidate to rotate in the Sub-directorate on an annual basis

**ENQUIRIES** : Mrs N Mthethwa, Tel No: (031) 3147151

**POST 25/72** : **SENIOR ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2020/115**

**SALARY** : R316 791 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification or equivalent qualification and relevant experience in the Administrative/Economic Sciences. Must be computer literate in MS Suite. Good interpersonal and sound analytical skills. Good communication and writing skills. Knowledge of PFMA and Treasury Regulations.

**DUTIES** : Assist the Works Management team with administrative duties and address complaints. Enhance communication between KAM, Property Payments, SCM and Works Management. Ensure an up to date record of contractor outstanding payments. Management of the Database. Liaise with Control Works Managers to ensure that all queries and calls logged are appropriately attended and finalized within deadlines. Supervise staff according to PMDS system, and keep an up to date record of all open and closed services. Attend the Bid \ Sub-Bid Committee meetings and ensure the empowerment of emerging Contractors.

**ENQUIRIES** : Mr P Singh, Tel No: (031) 3147157

**POST 25/73** : **SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2020/116**

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Human Resource Development, Human Resource Management or any relevant qualification, ODETDP Certificate will serve as an added advantage, Appropriate experience in training and development practices, Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's, Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development, Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD, Excellent Computer skills in MS Excel, PowerPoint and MS Words, Data analysis techniques, Report Writing skills, Ability to communicate at all levels, Excellent Communication(verbal & written) and Analytical skills, Interpersonal relations and the ability to perform under pressure, Valid driver's license.

**DUTIES** : Conduct training need analysis, Develop training implementation plan as per the WSP, Obtain approvals for all trainings to be implemented, Co-ordinate departmental training programmes, Compile data on training statistics, Report on the training undertaken, Evaluate training, Processing of invoices for all the training conducted, Maintain training records, Communicate relevant training interventions in the Department, Assist in conducting skills audit, WSP and compilation of the annual training report.

**ENQUIRIES** : Ms F. Maseko, Tel No: (012) 406 1307

**POST 25/74** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2020/117**

**SALARY** : R316 791 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A three years tertiary qualification in Human Resource Management/ Labour law/ Labour Relations; relevant experience in Human Resources. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; Structure and functioning of the Department; Employment Equity Plan of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy;

financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills, communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently, a valid drivers is a must, be prepared to travel; willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liase with relevant stakeholders; act as designated officer to resolve grievance; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with relevant stakeholders; act as designated officer to resolve grievances; liaise with organised labour on matters of mutual interest; ensure conduct training and awareness.  
Mr T Oagile, Tel No: (018) 386 5217

**ENQUIRIES** :

**POST 25/75** : **SENIOR ADMIN OFFICER: TRANSPORT (PROVISIONING AND LOGISTICS) REF NO: 2020/118**

**SALARY CENTRE REQUIREMENTS** :

R316 791 per annum  
Cape Town Regional  
A three year tertiary qualification in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Equivalent qualification. Extensive supervisory experience in Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Excellent knowledge of applicable financial business systems (LOGIS and BAS). Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy. An ability to handle confidential information. A valid driver's license.

**DUTIES** :

Management of Transport Unit. Day to day management, maintenance of fleet vehicles and other transport related matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely verification and approval of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Ensure effective, monitoring of log sheet and fleet vehicle rotation. Implementation of monthly reconciliation. Management of human resources.

**ENQUIRIES** :

Nolitha Poswa Tel No: (021) 402 2198

**POST 25/76** : **SENIOR ADMIN OFFICER: SCM ACQUISITION MANAGEMENT REF NO: 2020/119**

**SALARY CENTRE REQUIREMENTS** :

R316 791 per annum  
Kimberley Regional Office  
A three year tertiary qualification (NQF level 6) or equivalent as recognised by SAQA. Relevant experience in Procurement/Supply Chain Management and Supervisory experience. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

**DUTIES** : Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

**ENQUIRIES** : Ms WSE Khumalo Tel No: (053) 838 5359

**POST 25/77** : **CHIEF HORTICULTURIST (HORTICULTURE SERVICES) REF NO: 2020/120**

**SALARY** : R316 791 per annum  
**CENTRE** : Cape Own Regional Office (Groote Schuur Estate)  
**REQUIREMENTS** : A three year tertiary qualification in Horticulture with extensive relevant experience in the field of horticulture. Must be computer literate. Be in possession of a valid drivers license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have good communication skills.

**DUTIES** : The successful candidate will be: Supervising the processing of horticultural tasks in the field of horticulture. Report writing. Does long and short term planning. Supervises the drawing up of plant schemes of prestige gardens. Control the maintenance of department sports fields and facilities. Prepare the necessary tenders for the purchasing of material and equipment. Exercise budget control. Supervision and administration of horticultural maintenance contracts. Supervising of sub-ordinates and delegating work duties. Be able to communicate with prestige clients. Support to supervisor and colleagues.

**ENQUIRIES** : Mr MAE Jantjies Tel No: (021) 402 2407

**POST 25/78** : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/121**

**SALARY** : R316 791 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management or administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. Strong management and supervisory skills; relevant experience in Provisioning and Logistics management. A thorough knowledge of the PFMA, Treasury Regulations, PAS Framework for Supply Chain Management, PPPFA and other relevant legislation and ability to implement these prescripts. Knowledge of transversal systems e.g. Logis will be an added advantage. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership and communication skills, verbal and written; presentation skills, budgeting skills, computer literacy. A creative assertive, self-motivated, reliable, integrity and honest individual.

**DUTIES** : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

**ENQUIRIES** : Mr. T.E Matiso Tel No: (041) 4082340

<b><u>POST 25/79</u></b>	:	<b><u>ADMIN OFFICER: IAR GIS REF NO: 2020/122 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification Information Technology, Project Management, Property Management and Asset Management with relevant experience in IT Environment, Asset Management and Property management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. As well as Geographic Information Systems (GIS). Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. By maintain GIS databases and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images. Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Generate shape files and update the GIS database using Oracle Map builder. Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the management.
<b><u>ENQUIRIES</u></b>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<b><u>POST 25/80</u></b>	:	<b><u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office (X2 Verification, X2 Iar Projects, X1 Concurrent Mandate) Ref No: 2020/123A (X5 Posts) Durban Regional Office (X1 Post Verification) Ref No: 2020/123B Cape Town Regional Office (X1 Post Verification) Ref No: 2020/123C
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immoveable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immoveable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<b><u>POST 25/81</u></b>	:	<b><u>PERSONAL ASSISTANT: CHIEF DIRECTOR IMMOVABLE ASSET REGISTER REF NO: 2020/124</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office

**REQUIREMENTS** : A three year tertiary qualification in Secretarial, Office Management, Management Assistant or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at different levels; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion.

**DUTIES** : Provides a secretarial/receptionist support service to the manager; receives 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 finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget

**ENQUIRIES** : Mr. Siboniso Sokhela Tel No: (012) 406 2043

**POST 25/82** : **ADMINISTRATIVE OFFICER: REGISTER REF NO: 2020/125**

**SALARY** : R257 508per annum  
**CENTRE** : Mthatha Regional Office

**REQUIREMENTS** : A three year tertiary qualifications in Public Management/ Behavioural Sciences or related qualifications and appropriate experience in Registry. Experience in registry mailing procedures and Filing systems. Computer literacy in Ms Word/Excel. Knowledge of the National Archives procedures and standards are an added advantage, Candidate should be a dynamic, self-motivated and well organized person. Candidate should possess excellent interpersonal relations, analytical and have good presentation skills. Candidate should be committed and able to work under pressure and able to communicate at all levels. Willingness to travel as and when required. Willingness to face new challenges within the section. Completion of any Archive related course will be a strong recommendation. People who applied previously are encouraged to apply.

**DUTIES** : Implementation and maintenance of the approved filing system. Receiving and distributing correspondence, records and postal articles. Maintenance of all records in the region including amendments and additions. Disposal of records. Control filing and reference numbers on correspondence. Supervise, train, discipline staff members as well as evaluation of staff work performance. Initiate changes within the section to improve better service delivery.

		Implement and maintenance of the approved filing system. Tracing of records. Dispatch outgoing correspondence. Open and dispatch internal mail. Safe custody and strict control of records. Maintenance of office equipment.
<b><u>ENQUIRIES</u></b>	:	Ms T Bomela, Tel No: (047) 502 7046
<b><u>POST 25/83</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/126</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Port Elizabeth Regional Office A three year tertiary qualification in Public Management and Administration, Supply Chain Management, Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. T.E Matiso, Tel No: (041) 4082141
<b><u>POST 25/84</u></b>	:	<b><u>ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2020/127 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Mmabatho Regional Office A Three year tertiary qualification in Property Management, Real Estate Management, Town and Regional Planning and Law Degree with appropriate experience in property management or information systems or fixed asset environment. High degree of computer and good interpersonal skills. Good written, analytical and financial skills. A driver's licence is a must, prepared to travel and willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Update and keep National fixed asset register of the Regional Office. Update information on the property management system to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to top management and all relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr Zwelithini Sibanda Tel No: (018) 386 5211
<b><u>POST 25/85</u></b>	:	<b><u>ADMIN OFFICER: UTILISATION AND CONTRACTS ADMINISTRATION REF NO: 2020/128</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Durban Regional Office A three year tertiary qualification in property-related or equivalent qualification, and extensive experience in property management or fixed asset management environment. Knowledge of contracts and administration of leases will be a strong recommendation. A valid driver's licence. High degree of computer skills. Good verbal and written communication skills. Ability to negotiate at all levels. Good interpersonal skills. Good analytical, planning, organizing and financial skills. Ability to work in a team.

**DUTIES** : Oversee the updating of the national fixed assets register and the Property Management Information Systems of the regional office to reflect all relevant property-related information. Conduct property inspections to ensure and prepare them for vesting purposes and optimal utilization. Negotiate with potential tenants and conclude lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the Department and proper management of debtors. Keep track of developments with regard to property management trends to ensure optimal performance and maximum value of fixed assets. Identify superfluous properties and prepare them for disposal. Take responsibility for identifying the most beneficial and accurate options of property management. Liaise with all relevant stakeholders and units to ensure that property information is correctly captured in good time and readily available when required. Assist in the preparation of reports and submission to top management and all relevant stakeholders.

**ENQUIRIES** : Mr AS Chonco, Tel No: (031) 3147027

**POST 25/86** : **ADMIN OFFICER: ASSET REGISTRY REF NO: 2020/129**

**SALARY** : R257 508 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law/Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

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

**ENQUIRIES** : Ms. N Marenene Tel No: (031) 3147028

**POST 25/87** : **ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/130**

**SALARY** : R257 508 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management/Administration or Supply Chain Management or Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system.

**DUTIES** : The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with



- supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit
- ENQUIRIES** : Ms. N Mthethwa Tel No: (031) 3147151
- POST 25/88** : **ADMIN OFFICER: ACQUISITION MANAGEMENT SCM REF NO: 2020/131**
- SALARY** : R257 508 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.
- ENQUIRIES** : Ms T Stofile Tel No: (047) 502 7082
- POST 25/89** : **ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2020/132**
- SALARY** : R257 508 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification or equivalent qualification coupled with relevant experience in facilities management, knowledge of OHSA, Logis and PMIS and have strong written, verbal communication and computer skills. Be in possession of a valid driver's license, and be willing to travel extensively throughout the KZN Province. Ability to work with budgets and knowledge of procurement of goods and services, PFMA and tender procedures would be an added advantage.
- DUTIES** : To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To monitor staff performance. To conduct needs and recommend the appointments. To do inspections, investigations and recommend or institute the discipline or training. To compile technical specifications and do evaluations of contracts and tenders according to required criteria for cleaning and gardening and security contracts and tenders.
- ENQUIRIES** : Mr ST Ngcobo Tel No: (031) 3147176
- POST 25/90** : **PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2020/133**
- SALARY** : R257 508 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
- DUTIES** : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry

in the office of the Regional Manager , Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

**ENQUIRIES** : Adv. JM Monare (Jhb) Tel No: (011) 713 6051

**POST 25/91** : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/134**

**SALARY** : R208 254 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIEREMENTS** : A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours. Knowledge of Occupational Health and Safety Act. Control of Access to Public Premises and Vehicles Act. Criminal Procedures Act. Private Security Regulatory Authority Act. National Key Point Act. Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.

**DUTIES** : Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver's License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage's/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.

**ENQUIRIES** : Mr T. Maila Tel No: (012) 310 5181

**POST 25/92** : **ASSISTANT ADMINISTRATION OFFICER: WORKS MANAGEMENT REF NO: 2020/135**

**SALARY** : R208 584 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A Senior certificate/Grade 12 qualification with appropriate experience in office administration in a related environment. (An appropriate National Diploma/Degree will be an added advantage). Knowledge of Government procurement systems; Understanding of the PFMA. Good communication skills (Written & verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work under pressure.

**DUTIES** : Manage and co-ordinate the functions of the component. Liaise with Technicians and Clients. Handle technicians' correspondence with clients. Provide admin support for technicians and technical functions. Administer invoices and estimates, leaves and work plans. Provide general administrative support within the section.

**ENQUIRIES** : Mr M.R. Lekgothoane, Tel No: (015) 291 -6452

**POST 25/93** : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/136**

**SALARY** : R173 703 per annum  
**CENTRE** : Durban Regional Office

<b><u>REQUIREMENTS</u></b>	:	A National Senior certificate (Grade 12) with appropriate experience in Payments. Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA)
<b><u>DUTIES</u></b>	:	Capture requests for goods and services on LOGIS. Place orders with suppliers. Maintain supplier database. Monitor stock levels. Receive and issue stock. Perform monthly reconciliation of payments. Conduct stock taking. Address general enquiries on LOGIS.
<b><u>ENQUIRIES</u></b>	:	Ms CN Mthethwa Tel No: (031) 3147151
<b><u>POST 25/94</u></b>	:	<b><u>ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/137 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 or equivalent qualification. With appropriate experience in Provisioning Administration/ Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment and willingness to adapt to work schedules in accordance with various requirements of the directorate.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to provide the following services: Receipt and verify procurement file for compliance checks before issuing of purchase orders. Assist with the issuing and management of purchase orders on LOGIS and SAGE. Assist with execution of various LOGIS functions in relation to procurement of goods and services. Ensures effective and timely capturing of invoice payments on LOGIS, BAS and SAGE systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions.
<b><u>ENQUIRIES</u></b>	:	Phindeka Bambela Tel No: (021) 402 2193
<b><u>POST 25/95</u></b>	:	<b><u>ACCOUNTING CLERK: BATCH CONTROLLER REF NO: 2020/138 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior (Matric) certificate, Three years National Diploma or equivalent with Financial Accounting will be added as an advantage, appropriate experience within a financial environment well as administrative experience will be an added advantage. Computer literacy in Microsoft Word, Excel and Outlook. Knowledge of relevant legislation, regulations and policies as well as transversal financial systems in government such as BAS/SAGE X3, PMIS, WCS. Sound interpersonal and good verbal and written communication skills, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<b><u>DUTIES</u></b>	:	The incumbent of this position will take responsibility for. The main responsibility of this post is to maintain proper filing system (Batch Control) including the monitoring and controlling of all documents relating to the different transversal systems. Keep records of all requested documents and make follow if not returned as agreed. Reporting to the Senior State Accountant. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. Perform other duties as delegated by the supervisor. Attend to queries regarding document handling.
<b><u>ENQUIRIES</u></b>	:	Ms P Sani Tel No: (012) 492 3122
<b><u>POST 25/96</u></b>	:	<b><u>SENIOR FOREMAN: HORTICULTURAL SERVICES (FACILITIES MANAGEMENT) REF NO: 2020/139</u></b>
<b><u>SALARY</u></b>	:	R145 281 per annum

**CENTRE REQUIREMENTS** : Cape Town Regional Office (Station: Gse Rondebosch)  
 : Applicant must at least have a Junior certificate. ABET or equivalent and relevant experience. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Be able to handle a large staff component. Valid driver's license and be prepared to travel.

**DUTIES** : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance

**ENQUIRIES** : Mr MAE Jantjies Tel No: (021) 4022407

**POST 25/97** : **DRIVER: WORKSHOP REF NO: 2020/140**

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum  
 : Pretoria Regional Office  
 : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

**DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

**ENQUIRIES** : Mr J. de Wit Tel No: (082) 889 0283

**POST 25/98** : **SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2020/141 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum  
 : Cape Town Regional Office: (Oudtshoorn Magistrate Court (X1 Post)  
 Atlantis Magistrate Court (X1 Post)

**DUTIES** : Applicant must have a junior certificate or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage.  
 : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.

**ENQUIRIES** : Mr. Dorian Lewin Tel No: (021) 402 2104

**POST 25/99** : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/148 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum  
 : Pretoria Regional Office  
 : Applicant must be in a possession of ABET/ Grade 10 plus Grade E, D or C (PSIRA). Appropriate experience in the security field. Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills.

**DUTIES** : To provide security services to the NDPW. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.

**ENQUIRIES** : Mr T. Maila Tel No: (012) 310 5181

**POST 25/100** : **GROUNDSMAN (HORTICULTURAL SERVICES) REF NO: 2020/142**

**SALARY** : R102 534 per annum  
**CENTRE** : Polokwane Regional Office (Musina Magistrate Court)  
**REQUIREMENTS** : ABET level 4/ NCV 4 or Grade 10 certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

**DUTIES** : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.

**ENQUIRIES** : Ms. M.E. Nkwini Tel No: (015) 291-6393

**POST 25/101** : **GROUNDSMAN (HORTICULTURAL SERVICES) REF NO: 2020/143 (X9 POSTS)**

**SALARY** : R102 534 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : 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.

**DUTIES** : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hardsurfaces, 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.

**ENQUIRIES** : Mr. T. Mashilo Tel No: (012) 342 2033

**POST 25/102** : **GROUNDSMAN REF NO: 2020/144**

**SALARY** : R102 534 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A Junior Certificate, ABET level 4 plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.

**DUTIES** : The incumbent will be responsible for maintenance of flowerbeds; planting of annuals and perennials; removing weeds; sweeping hard surfaces, maintaining lawns and lawn edges, integrating and fertilizing lawns; collecting and loading of garden and household refuse on to trucks and bakkies; cleaning of equipment; reporting faults.

**ENQUIRIES** : Mr. S Ngcobo, Tel No: (031) 3147176

**POST 25/103** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2020/145 (X6 POSTS)**

**SALARY** : R102 534 per annum  
**CENTRE** : Polokwane Regional Office (Thohoyandou Magistrate Court (X3 Posts)  
Thohoyandou High Court (X1 Post)  
Vuwani Magistrate Court (X1 Post)  
Moutse Magistrate Court (X1 Post)

**REQUIREMENTS** : ABET level 3 / or Grade 10 (std 8) certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

**ENQUIRIES** : Ms. N.A. Sipungela Tel No: (015) 291 6389

**POST 25/104** : **CLEANER: FACILITIES MANGEMENT REF NO: 2020/146 (X10 POSTS)**

**SALARY** : R102 534 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

**ENQUIRIES** : Mr S Ngcobo, Tel (031) 3147176

**POST 25/105** : **CLEANER: FACILITY MANAGEMENT REF NO: 2020/147 (X6 POSTS)**

**SALARY** : R102 534 per annum  
**CENTRE** : Cape Town Regional Office  
 Khayelitsha Court Ref No: 2020/147 A (X1 Post)  
 Wynberg Court Ref No: 2020/147 B (X1 Post)  
 Mitchell's Plain Ref No: 2020/147 C (X1 Post)  
 Swellendam Ref No: 2020/147 D (X1 Post)  
 Worcester Ref No: 2020/147 E (X1 Post)  
 Caledon Ref No: 2020/147 F (X1 Post)

**REQUIREMENTS** : A Junior certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.

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

**ENQUIRIES** : Mr. D Lewin Tel No: (021) 402 2104  
**NOTE** : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by email to: [recruitment@dsbd.gov.za](mailto:recruitment@dsbd.gov.za) by quoting the relevant reference number provided on the subject line
- CLOSING DATE** : 13 November 2020. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available, or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. A technical exercise and/or Competency assessment may also form part of the selection process for MMS positions and below. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

## OTHER POSTS

- POST 25/106** : **ASSISTANT DIRECTOR: WEBMASTER REF NO: MARK 04/20-21**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year tertiary qualification (National Diploma / B Degree) in Multi-Media/Information Management. Minimum of 3-5 years' administrative experience in web design. Formal training in web design. Computer literacy and driver's license. Possess skills in Information and Knowledge Management, Website Management, Corporate Governance (ethics, risk, fraud prevention & control), analytical thinking, Customer Service, Communication (verbal and written) and Change Management.
- DUTIES** : Be responsible for the website/intranet content, content flow processes, guidelines, and policy. Promote adherence to the GCIS website look and feel guidelines. Implement graphic design for marketing campaigns. Research analyse gaps and present recommendations to executive management for improvements of the website. Facilitate DSBD's contribution to the government's gateway project. Implement Service Level Agreements (SLA's) with relevant divisions. Participate in the selection process for service providers. Manage the delivery of milestones of the SLA's with service providers. Compile monthly, quarterly, and annual reports for the sub directorate. People with disability are encouraged to apply.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- POST 25/107** : **LOGISTICS OFFICER REF NO: DSBD SCM/05/20-21**
- SALARY** : R257 508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years qualification (NQF 6/7) in Supply Chain/Logistics Management / Finance. 3 years relevant clerical experience in Fleet / Logistics Management. Computer Literacy (MS Office Packages). Drivers licence and Confidential Security Clearance would be an added advantage. Possess skills

**DUTIES** : in Planning and Organising, Listening, Problem Solving, Teamwork, Communication both verbal and written and reporting  
 : Implement Tools of Trade and Fleet Management policies and procedures. Provide inputs in the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Perform Fleet Management Services such as managing the utilisation of pool cars; conducting pre-trip and post trip inspections; reconcile kilometres on the cars against the log book; maintain fleet management records; coordinate maintenance and leasing of cars. Provide Tools of the Trade Management Services such as managing cellular phones contracts, 3Gs and sim cards; maintain tools of trade management records; track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues: Address queries and draft general correspondence i.e. response letters, emails, status reports, submissions and memorandums; Give advice on procedural and technical related matters in respect of tools of trade and fleet related matters and communicate via formal presentation.

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

**POST 25/108** : **HR PRACTITIONER: PM & HRD REF NO: PM&HRD/06/20-21**

**SALARY** : R257 508 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management or Development environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction Leave and Personnel Administration) would be an added advantage. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.

**DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and maintain systems, processes, and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process, and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop/maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097/41440

**POST 25/109** : **HR PRACTITIONER: HRPSS REF NO: HRPSS/07/20-21**

**SALARY** : R257 508 per annum  
**CENTRE** : Pretoria



- REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management or Development / Social/ Behavioural Science (Industrial Psychology) / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management/ Transformation/ Human Resource Planning/ Diversity Management/ Gender Mainstreaming/ Disability Management environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction Leave Personnel Administration and Establishment Management) would be an added advantage. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.
- DUTIES** : Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as HR Planning, Employment Equity, HR Information Management. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and maintain systems, processes, and procedures. Consult business units on human resource needs, collate HR information, and conduct human resource gap analysis. . Maintain HR information for quarterly and annual reporting. Develop / maintain HR systems and databases. Capture / update information on relevant systems. Maintain hard copy and electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence Give advice on procedural and technical related matters in respect of human resources policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097/41440
- POST 25/110** : **SENIOR PERSONNEL OFFICER REF NO: SPO/08/20-21**
- SALARY** : R208 584 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year Tertiary qualification on Administration/Public Administration/Human Resource Management. A minimum of 3 years' experience in Administration Training and Performance Management Administration. Computer literacy with knowledge and experience of Microsoft office packages. Security Clearance and PERSAL Introduction Certificate would be an added advantage. Possess skills in Problem Solving, Formulation and editing, Conflict resolution, Project Management, Research, Policy Analysis and development, Customer service and reporting.
- DUTIES** : Provide advice on policy implementation/interpretation by conducting information sessions, workshops, drafting circulars and communication briefs. Coordinate business unit specific processes such as submission of documentation (e.g. conditions of service, performance management, training & development, etc). Conduct research for policy development/ improvement and identification of deficiencies in existing practices, processes, policies, and procedures. Provide secretariat service and logistical support to technical specific/ functional meetings (e.g. moderation, bursary committee, job evaluation panel, etc). Facilitate the implementation of unit specific policies, processes, and procedures. Undertake technical specific interviews and/or investigations and draft submissions reports in respect of findings. Undertake technical specific interviews and/or investigations and draft submissions reports in respect of findings. Compile unit specific reports, statistical information memos and submissions. Process technical specific information (including capturing and record keeping). Communicate with co-workers, managers, other departments, and service providers (including private sector organisations and international organisations). Develop/review concepts, theories and operational methods and support the implementation and project objectives.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097/41440

**POST 25/111** : **ADMINISTRATIVE CLERK REF NO: MARK 09/20-21**

**SALARY** : R173 703 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A grade 12 certificate or equivalent. No previous experience required.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 13 November 2020

**NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. 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. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## OTHER POSTS

**POST 25/112** : **CONTROL ENVIRONMENTAL OFFICER REF NO: 131120/01**  
Branch: Chief Operations Office: Free State  
Div: Regulation: Water Services

**SALARY CENTRE REQUIREMENTS** : R495 219 per annum, (OSD)  
Bloemfontein

: A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years year's post-qualification relevant experience. Computer literate in MS Word, Excel, PowerPoint and Outlook with Management and Financial experience as well as good presentation skills within the Government sector. Knowledge on water and wastewater effluent analyses and interpretation of results. Technical expertise and knowledge of the operation of different technologies employed in the treatment of both water and wastewater will be an added advantage.

**DUTIES** : Support 19 Water Services Authorities in the Free State Province with the regulation of the Blue and Green Drop Program, taking the lead in Mangaung Metro Municipality and support other environmental officers. Serve on the Blue and Green Drop Task team meetings within Water Services Authorities and advice on Water Safety Plans, Risk Abatement Plans, Risk Based Monitoring Programs and incident management. Monitoring Drinking water and Waste water quality within the Free State Province and investigation of failures and pollution incidents and issuing relevant non-compliances and initiating of incident management protocol when necessary and providing rectification support. Inspections of water and waste water treatment facilities and compilation of reports with recommendations. Compilation of monthly water and waste water quality reports, presentations for catchment management forums and management. Evaluate and comment on Environmental Impact Assessments, Basic Assessment Reports, and other proposed developments. Financial and asset management of the Sub-Directorate and supervising and development of sub-ordinates. Provide general management support to the Deputy Director and Director.

**ENQUIRIES APPLICATIONS** : Mr G Janse van Noordwyk Tel No: (051) 405 9000  
Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSrecruitment@dws.gov.za](mailto:FSrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 25/113** : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 131120/02**  
Branch: Chief Operations Office Western Cape  
SD: Water Sector Planning and Support Management

**SALARY CENTRE REQUIREMENTS** : R495 219 per annum (OSD)  
: Bellville  
: A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six (6) year's post-qualification experience in the field of natural science, water and environmental management. A valid car driver's license. (Attach a copy). Knowledge of the National Water Act, 36 of 1998 and water related and environmental management legislations and policies. Sound knowledge of Integrated Water Resource Management and river health to assess the ecological state of aquatic ecosystems. Good ability and experience to write and interpret technical and scientific reports and documents. Assist with the management of projects. Good management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy skills. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWS functions. Ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. It will be expected of the incumbent to travel frequently.

**DUTIES** : Implementation of the National Water Act 36 of 1998 with focus on Protection of water resources. Implement and coordination of Adopt-a-River Initiatives (ARI), Resource Quality Objective Initiatives and Reserve Determination in four water management areas in the Western Cape Region. Implement Adopt-A-River Programme and any other related programme as introduced by the department from time to time. Liaise with internal and external stakeholders regarding RDM Initiatives, RQO's Initiatives and AaR Initiatives. Represent the Department on various inter-governmental forums and structures. Liaise with National Office on various fresh water quality related issues. Provide specialist inputs on applications made in terms of Water, Environmental, Mining and Agricultural legislation. Liaise with internal and external stakeholders regarding the management of fresh water quality issues. Facilitate and coordinate the training, capacity building and career development of staff. Supervise and mentor Environmental Officers and other subordinates. Reporting, enforcement, procurement, financial management and implementation of policies and procedures pertaining to fresh water quality. Manage programmes and mentorship programmes for staff. Prepare monthly and quarterly reports. Manage staff. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly and quarterly reports. Manage and ensure effective financial planning for water resource management.

**ENQUIRIES APPLICATIONS** : Mr Z Simawo Tel No: (021) 941 6251  
: Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms K Melelo

**POST 25/114** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 131120/03**  
Branch: infrastructure build, operate and maintenance

**SALARY CENTRE REQUIREMENTS** : R446 202 per annum (OSD)  
: Worcester  
: A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience required. Compulsory registration with ECSA as a Professional Engineering Technician (Attach proof of registration). A valid driver's license (Attached a copy). Willingness to travel extensively within the region. Proven computer literacy skills. Financial management and verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be a recommendation: Experience in achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Excellent administrative and organizational skills. General management experience.

**DUTIES** : Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional

training to scheme personnel. Ensure effective liaison with Water Users Institutions. Do dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

**ENQUIRIES** : Mr. BF Van Zyl Tel No: (021) 941 6019 / 082 807 3541  
**APPLICATIONS** : Worcester: Please email your application quoting the relevant reference number to [SORrecruitment@dws.gov.za](mailto:SORrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. B Gqokoma

**POST 25/115** : **ASSISTANT DIRECTOR: HR TRANSACTIONS (HR ADMINISTRATION)**  
**REF NO: 131120/04**  
 Branch: Chief Operations Office North West

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma or Degree in Human Resources or equivalent. Three (3) year's management/supervisory experience in HR Administration at Senior HR Practitioner level. Proof of PERSAL training (Attach copy). A valid driver's license (Attach copy). Extensive knowledge of and ability to operate the PERSAL system. In-depth knowledge of Recruitment and Selection processes. In-depth knowledge of the Public Service Regulatory Framework. Proof of Emerging Management Development Programme/Training. Will save as an added advantage. Excellent communication skills both verbal and written. Supervisory skills. Computer literacy. Good interpersonal skills.

**DUTIES** : Manage and co-ordinate the Human Resource functions in Region to contribute to the rendering of a professional human resource management service. HR provisioning inclusive of Recruitment and Selection, appointments, transfers, qualifications verification, secretarial functions at interviews, absorptions, probationary periods, etc.). Management of leave of absence annual/vacation leave, sick leave, departmental special leave, PILIR and IOD leave. Terminations of service, transfers and allowances in line with National policies and directives in the Region. Ensure the successful implementation of Departmental/Public Service policies on matters related to human resource management in order to adhere to the relevant prescripts/legislation. Inform, guide and advice line managers or employees on human resource policies and directives. Authorise transactions on PERSAL according to delegations. Hold workshops advising line managers/employees in the Region on key HR policy issues.

**ENQUIRIES** : Mr M.J Ntwe Tel No: (018) 387 9531/ 082 657 4685  
**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr M.J Ntwe

**POST 25/116** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 131120/05**  
 Branch: Chief Operations Office North West

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. Three (3) years related financial or asset management supervisory experience. Knowledge and understanding on financial legislation, policies, practices and procedures. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, guidelines relating to Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management

skills. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.

**DUTIES** : Monitor and review the capturing of all physical i.e. moveable and immovable assets in the physical asset management registers. Monitor and review the monitoring of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound physical asset management practices. Supervise employees to ensure sound physical asset management.

**ENQUIRIES APPLICATIONS** : Ms G Kobue Tel No: (018) 387 9526

**FOR ATTENTION** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)

**POST 25/117** : Mr M.J Ntwe

**POST 25/117** : **PRINCIPAL DEVELOPMENT EXPERT REF NO: 131120/06**  
Branch: Chief Operations Office: Western Cape  
SD: Water Sector Planning and Support

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Bellville  
: A National Diploma or Degree in Social Sciences. Three (3) – five (5) years' experience in water sector environment. A valid driver's license (Attach a copy). Knowledge of the National Water Act, 1998 (Act No. 36 of 1998) and Water Service Act, 1997 (Act No, 108 of 1997). Knowledge of intergraded water sector matters. Knowledge of the financial management within the framework of the total water value chain and all the sectors involved in and impacting on the water resource management. Knowledge and understanding of drinking water and waste water quality management. Knowledge and understanding of the Departmental Programmes on water quality management. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Problem solving and analysis. People and diversity management, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct.

**DUTIES** : Advocate of activities of water sector through existing partners. Develop and maintain conceptualise and visual publications. Manage publication layout. Handle Project Management and conduct research on the recent technologies that can be applied. Conduct research on spatial and non-spatial data from clients. Participate in the development of IDP's and WSDP's for local authorities. Coordinate inputs into Municipal Strategic Self-Assessment (MuSSA). Maintain and continuous update of WSDP/IDP database. Coordinate water balance data, analysis and identification of intervention programmes & projects. Represent the department in water sector multi-stakeholder engagements. Develop and implement capacity building programmes for Water Services Authorities. Attend to all personnel matters and their Performance Management Development System (PMDS). Provide input into monthly and quarterly reports. Support DWA Regional offices on the implementation of projects. Develop guidelines that will assist in the implementation of adopted strategy. Modify existing programmes where applicable. Participate in the development of IDP for various municipalities. Compile budgets.

**ENQUIRIES APPLICATIONS** : Mr Z. Simawo Tel No: (021) 941 6251

**FOR ATTENTION** : Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za)

**POST 25/118** : Ms K Melelo

**POST 25/118** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 131120/07**  
Branch: Corporate Services  
Dir: Legal Support

**SALARY CENTRE REQUIREMENTS** : R373 389 per annum, (OSD)  
: Pretoria (Head Office)  
: An LLB Degree or equivalent legal qualification on NQF7. At least 8 years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation / justification for a particular position pertaining to

the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

**DUTIES** : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct 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. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

**ENQUIRIES APPLICATIONS** : Ms M Khuduga Tel No: (012) 336 7835  
: Head Office (Pretoria): Please email your application quoting the relevant reference number to: [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Mabole

**POST 25/119** : **SENIOR PROVISIONING ADMINISTRATION: SCM REF NO: 131120/09**  
Branch: Chief Operations Office North West

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Mmabatho  
: A National Diploma or Degree in Supply Chain Management/Logistics/ Purchasing Management qualification. Three (3) to five (5) years' experience in Supply Chain administration environment. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge Management skills. Computer literacy skills. Knowledge Management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and Ethical Conduct.

**DUTIES** : Render demand and acquisition support. Provide effective provision of tender services and contract management. Manage asset disposal. Administer the payment process for the goods and services acquired.

**ENQUIRIES APPLICATIONS** : Ms G.Kobue Tel No: (018) 387 9526  
: North West (Mmabatho): Please email your application quoting the relevant reference number to: [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr MJ Ntwe

**POST 25/120** : **EMPLOYEE WELLNESS PROGRAMME CO-ORDINATOR/PRACTITIONER REF NO: 131120/10**  
Branch: Chief Operations Office: Limpopo  
Dir: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Polokwane  
: Three (3) years qualification relating to Social Science / Social Work. Three (3) to five (5) years' experience in Social / Employee Health and Wellness Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Practical experience in Employee Health and Wellness programmes. Knowledge of programme coordination, facilitation and implementation. Excellent communication skills both verbal and written. Problem solving, creativity, cultural awareness and initiative skills. Good computer skills. Uphold the principle of sense of confidentiality.

**DUTIES** : Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and

systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO's on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.

**ENQUIRIES** : Mr HG Masia Tel No: (015) 290 1202  
**APPLICATIONS** : Limpopo (Polokwane): Please email your application quoting the post reference number to: [LPRrecruitment@dws.gov.za](mailto:LPRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr. HH Khosa

**POST 25/121** : **SENIOR COMMUNICATION OFFICER REF NO: 131120/11**  
Branch: Chief Operations Office: Limpopo  
Dir: Corporate Services

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Polokwane  
**REQUIREMENTS** : A Degree in Communication or relevant. Three (3) to five (5) years' experience in a communications or newsroom environment. A valid driver's license (Attach a copy). News writing and content development expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in content development, news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People, diversity management, client orientation and customer focus skills. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. An understanding of and commitment to government objectives, policies and programmes. Good communication skills both verbal and written.

**DUTIES** : Implement communication plans. Develop and issue news and media products. Support media relations, internal communications and organize media briefings. Assist with the development and management of the budget for the section. Support the Chief Director: Communication Services with Corporate Communication functions. Co-ordinate the implementation of campaigns/events. Maintain relationship with the stakeholders. Design and manage communication activities. Be responsible for the internal and external communication. Liaise with the media. Assist with the administrative exhibitions.

**ENQUIRIES** : Mrs. RI Mabuella Tel No: (015) 290 1318  
**APPLICATIONS** : Polokwane: Please email your application quoting the post reference number to: [LPRrecruitment@dws.gov.za](mailto:LPRrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr. HH Khosa

**POST 25/122** : **PROVISIONING ADMINISTRATION OFFICER SCM REF NO: 131120/12**  
Branch: Chief Operations Office North West

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A National Diploma or Degree or in Accounting/Financial Management/Economics/Business Economics/Purchasing/Logistics. 0-1 year experience in Supply Chain Management. Knowledge in financial Management. Knowledge in Logistics Management. Knowledge of PFMA. Knowledge of Treasury Regulations. Preferential Procurement Policy Framework (PFMA). Knowledge in government Supply Chain Management Framework. Knowledge of Enterprise Resource Planning System, e.g SAP. Knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Knowledge of labour relations policies. Knowledge of Generally Recognised Accounting Practice (GRAP). Computer literacy skills. Knowledge Management skills. Problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

**DUTIES** : Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Posting or capturing of goods and services receipts and issues on the SAP system. Compile and submit reports on stock.

**ENQUIRIES** : Ms G.Kobue Tel No: (018) 387 9526  
**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)



**FOR ATTENTION** : Mr M.J Ntwe

**POST 25/123** : **STATE ACCOUNTANT: PAYROLL REF NO: 131120/13**  
Branch: Chief Operations Office North West

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Mmabatho  
: A National Diploma or Degree in financial management or Accounting. 0-1 year experience in finance or similar environment. Knowledge and understanding on financial legislation, policies, practices and procedures. Computer literacy skills. Knowledge of Government Financial System i.e. PERSAL and BAS. Knowledge of administrative and clerical procedures. Knowledge of departmental policies and procedures. Knowledge of PFMA and Delegations. Treasury Regulations and DORA. Good accounting skills. Planning and organisational skills. Ensure compliance with applicable policies and regulations. Problem solving and analysis. Good communication skills, supervisory and interpersonal skills. Ability to work under pressure. Analytical, logical thinker and a team player. Accountability and ethical conduct.

**DUTIES** : Ensure that advances are recovered timeously. Maintain appropriate filing system and records management. Capture garnishee orders and other payroll deductions. Management of Provincial Payroll. Verify leave gratuity payments, overtime, bonuses and ensure that travel and subsistence claims are correctly calculated on monthly basis. IRP5's reconciliations and capturing of payments including transfers.

**ENQUIRIES APPLICATIONS** : Ms G Kobue Tel No: (018) 387 9526  
: North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRRecruitment@dws.gov.za](mailto:NWRRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr M.J. Ntwe

**POST 25/124** : **CHIEF ASSISTANT TECHNICAL OFFICER REF NO: 131120/14**  
Branch: Chief Operations Office-Kwazulu-Natal

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Midmar Dam, Howick  
: A Senior/Grade 12 certificate with Mathematic/Mathematics Literacy as a passed subject. A valid driver's license (Code B or higher, certified copy must be attached). Six (6) to ten (10) years in collecting and processing of water related data. Knowledge of statistics and mathematics. High level knowledge of relevant equipment. Ability to operate independently. Good written and verbal communication skills. High degree of computer literacy and skilful in the usage of various Window-driven programs such as Excel, Word, PowerPoint etc. General office administration knowledge. Knowledge of the rivers and dams in KwaZulu-Natal Province. Knowledge of OHS.

**DUTIES** : Manage the real-time data system. Manage the instrumentation stock and develop and maintain a monitoring database. Withdraw data from various data collection apparatus and make the data available to the data processing team. Provide statistics and feedback for internal reporting and monitoring purposes. Ensure incoming requests are assigned to the appropriate staff. Produce data for technical reports. Liaise with technical staff. Ensure reliable hydrological source documents. Ensure an effective working environment. Coordinate, and control the quality of data and information supporting integrated systems. Maintain technical filing systems and correspondence systems. Arrange workshops, training sessions, and meetings and oversee the printing of technical documents. General office administration. Monitor workflow and collate progress reports. Gauge plate correction investigations and uploading. Supervision of subordinates.

**ENQUIRIES APPLICATIONS** : Mr B Pillay, Tel No: (031) 336 2700  
: KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za)

**FOR ATTENTION NOTE** : Ms S Mbongwa  
: Persons with disability, Females African and Indian are encouraged to apply.

**POST 25/125** : **ADMINISTRATION CLERK REF NO: 131120/15**  
Branch: Chief Operations Office-Kwazulu-Natal

**SALARY CENTRE** : R173 703 per annum (Level 05)  
: Durban

- REQUIREMENTS** : A Senior/Grade 12 certificate with Mathematics as a passed subject. Two years of experience as an added advantage. A valid driver's license (A certified copy must be attached). Good verbal and communication skills. Computer literacy and a good understanding of database systems. Must work independently, be responsible, self-motivated and work under pressure. Knowledge of Public Service Legislation.
- DUTIES** : Providing administrative support to the entire Directorate. Compile and submit claims for approval. Liaise with stakeholders with regards to queries (i.e. administration and procurement) and dissemination of information. Make logistic arrangements for events and meetings. Taking and typing of minutes. Provide support services to technical staff. Check and process accounts of services rendered by consultants. Filing of documents. Completing overtime claim forms. Answering queries. Making photocopies. Binding documents. Completion of subsistence and travel claims and requests relating to accommodation and flight. Assist with the budget for the Directorate, procurement of goods (i.e. processing of S & T, petty cash claims/VA2's / verify invoices and payment certificates and maintaining asset register (i.e. pool equipment) and services for the Directorate. Perform any other office administration related activities and manage the filing system of the sub-directorate. Responsible for records management in respect of expenditures inventory lists for Directorate. Manage stationery for the Directorate.
- ENQUIRIES** : Ms M Maharaj Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za)
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, Females - African/Indian/Coloured/White are to encouraged to apply.
- POST 25/126** : **ASSISTANT TECHNICAL OFFICER REF NO: 131120/16 (X2 POSTS)**  
Branch: Chief Operations Office Kwazulu-Natal
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Durban
- REQUIREMENTS** : A Senior/Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject appropriate working experience. Good verbal and written communication skills. Data capturing and interpretation experience. Computer skills (Database applications). General office administration knowledge. Proven ability to operate independently. Knowledge of the rivers and dams in KwaZulu-Natal region. Knowledge of Public Service Legislation. A valid Code EB driver's license (a certified copy must be attached).
- DUTIES** : Administering the collection of data. Register incoming hydrological data. Capturing hydrological data on computer database systems. Rainfall and evaporation returns. Dam returns. Flow data processing. Edit and undertake evaluation of hydrological data. General office administrative duties.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Durban): Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za)
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, females - African/Indian/Coloured/White are to encourage to apply.
- POST 25/127** : **SUPPLY CHAIN CLERK (PRODUCTION): SCM REF NO: 131120/17**  
Branch: Chief Operations Office North West
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A Senior/Grade 12 certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, and operate computer and collecting statistics. Basic knowledge of work procedure in terms of the working environment. Working knowledge and understanding of legislative framework governing public service. Flexibility. Team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct
- DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support service.
- ENQUIRIES** : Ms G Kobue Tel No: (018) 387 9526

**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr W Francis

**POST 25/128** : **HR CLERK (PRODUCTION): REGISTRY REF NO: 131120/18**  
Branch: Chief Operations Office North West

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Computer skills in Ms Word and Excel. General administration skills coupled with verbal and written skills. Be innovative and initiative. Have an understanding of MISS Act. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system.

**DUTIES** : Managing of Auxiliary Services Registry by ensuring that filing is always up to date. Maintenance of the file register by recording all files received and those that are issued out. Opening and closing of file. Ensuring that files are returned on time. Assist with other Auxiliary Services ad-hoc duties.

**ENQUIRIES** : Mr Ntwe MJ Tel No: (018) 3879531  
**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr M.J. Ntwe

**POST 25/129** : **ADMINISTRATIVE CLERK: PRODUCTION REF NO: 131120/19**  
Branch: Chief Operations Office North West  
Div: Communications

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Senior/Grade 12 certificate. Good communication skills both verbal and written. Administration, organisational and interpersonal skills. Computer literacy in Ms Word, Excel and Outlook.

**DUTIES** : The provisioning of effective administration support. The management of personnel matters. Assist with financial management and provisioning matters. Deal with correspondence and client services. Processing of documents as well as rendering support function to supervisory personnel and to assist in the daily operations of the unit. Filing, data capturing, record keeping and reporting. Handling of queries.

**ENQUIRIES** : Mr Francis W Cell No: 0838541941  
**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr M.J. Ntwe  
**NOTE** : Indian, Coloured, Whites and People with disabilities are encouraged to apply.

**POST 25/130** : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (SCM) REF NO: 131120/20**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Senior/Grade 12 certificate. Computer literacy. Knowledge of Supply Chain functions. Working knowledge and understanding of legislation governing the public service. Flexibility and ability to work in a team. Sound communication skills (written and verbal).

**DUTIES** : Render effective procurement of goods and services. Request quotations from suppliers. Maintain a quotation register. Receive and verify goods from suppliers. Issue goods to end users. Update and maintain contracts register. Provide SCM support services within the component.

**ENQUIRIES** : Ms E Bosch Tel No: (051) 405 9000  
**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSrecruitment@dws.gov.za](mailto:FSrecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 25/131** : **HANDYMAN (HYDROLOGY) REF NO: 131120/21**  
Branch: Chief Operations Office Kwazulu-Natal

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : Midmar Dam, Howick

- REQUIREMENTS** : ABET Level 4. Zero (0) to six (6) months experience in building and maintenance work. Ability to read and write. Be physically fit. Good communication skills and ability to work in a team. Ability to work under supervision and independently. Must have a basic knowledge of using equipment, tools and light machinery. Willingness to travel extensively within KwaZulu-Natal province. Willingness to camp on site for more than a month. Willingness to work in and around water such as rivers, lakes and dams. A valid driver's license (A certified copy must be attached). Knowledge of Occupational Health and Safety procedures.
- DUTIES** : Building and maintenance work in rivers. Camp and site setup. Site clearance and shuttering. Steelwork and concrete laying. Finishing and cleaning. Repair damages and install measuring systems. Clean and maintain upstream pools and access roads. Cutting grass, painting work and remove logs from monitoring sites. Inlet system installations. Repair damaged scour pipes and boxes.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za)
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, Males- African and Indian are encouraged to apply
- POST 25/132** : **GENERAL WORKER REF NO: 131120/22 (X5 POSTS)**  
Branch: Chief Operations Office Kwazulu-Natal
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Midmar Dam, Howick
- REQUIREMENTS** : An ABET certificate. Two (2) to three (3) years' experience in building and maintenance work will be an added advantage. Able to read various water meters and gauge plates. Ability to read and write. Be physically fit. Good communication skills and ability to work in a team. Ability to work under supervision and independently. Must have a basic knowledge of using equipment, tools and light machinery. Willingness to travel extensively within KwaZulu-Natal province. Willingness to camp on site for more than a month. Willingness to work in and around water such as rivers, lakes and dams. Knowledge of Occupational Health and Safety procedures.
- DUTIES** : Cutting grass at monitoring sites. Painting work at monitoring sites. Remove logs from monitoring sites. Camp and site setup. Site Clearance. Prepare site identified by the Technician. Steel work, shuttering, concrete laying, finishing and cleaning. Repair damages to structures. Inlet system installation. Clean and maintain upstream pools. Repair damaged scour pipes and boxes.
- ENQUIRIES** : Mr B Pillay Tel No: (031) 336 2700
- APPLICATIONS** : KwaZulu-Natal (Midmar Dam): Please email your application quoting the relevant reference number to [KZNRecruitment@dws.gov.za](mailto:KZNRecruitment@dws.gov.za)
- FOR ATTENTION** : Ms S Mbongwa
- NOTE** : Persons with disability, Males – African/Indian/Coloured/White are encouraged to apply.
- POST 25/133** : **CLEANER REF NO: 131120/23**  
Branch: Chief Operations Office: North West  
Div: Auxiliary Services
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Hartbeespoort Dam
- REQUIREMENTS** : An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Corporate cleaning experience will be an advantage.
- DUTIES** : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

**ENQUIRIES** : Ms R Maloka Tel No: (018) 387 9550  
**APPLICATIONS** : North-West (Hartbeespoort Dam): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr M.J. Ntwe

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF TRANSPORT**

*The Department of Transport 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** : Please take note, NO hand delivered and postal applications will be allowed due to COVID 19. Applicants can apply online through E-recruitment system using the following link <https://erecruitment.ecotp.gov.za>
- CLOSING DATE** : 13 November 2020
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from 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] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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 short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. To obtain more information on requirements and functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za)

**MANAGEMENT ECHELON**

- POST 25/134** : **DEPUTY DIRECTOR GENERAL: TRANSPORT INFRASTRUCTURE PLANNING REF NO: DOT 01/10/2020**  
(12 Months contract)
- SALARY CENTRE REQUIREMENTS** : R1 521 591 – R1 714 074 per annum (all – inclusive package)  
: Head Office- KWT  
: Honour's Degree (NQF level 8 as recognized by SAQA) in Construction/Building Environment 8 – 10 years' experience at senior management level. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programmes and Project Management. Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management. Technical competencies: Programme and project management, Engineering, legal and

operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.

- DUTIES** :
- Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning's-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures: Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of Regional roads maintenance services. Ensure the provision of plant fleet and associated support services: Oversee the provision of motor vehicles and infrastructure plant fleet. Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee the of provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** :
- can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

#### OTHER POSTS

- POST 25/135** :
- DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 02/10/2020**  
This is a 12 months contract
- SALARY** :
- R733 257 - R863 748 per annum (Level 11) an all – inclusive remuneration package
- CENTRE** :
- Head Office
- REQUIREMENTS** :
- National Senior Certificate, Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) as recognized by SAQA in Public Transport/ Public Administration/ Public Management. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member will serve as added advantage. A Valid Driver's license. Knowledge: SOP. NLTA. NLTR. Code of conduct.
- DUTIES** :
- Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/ commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary

licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/136** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT SERVICES REF NO: DOT 03/10/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 (Level 11) An all – inclusive remuneration package  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF 6) as recognized by SAQA in Financial Management /Logistics Management/ Supply Chain Management/Financial Management/ Auditing/Taxation. 3-5 years relevant experience at Management level (Assistant Director Level). A Valid Driver's license. Knowledge: Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.

**DUTIES** : Management of departmental office accommodation. Administer the logistical management processes and services. Ensure that Accommodation Requirements are met through Needs Assessment, Gap Analysis processes. Ensure Compliance as required by Government Immovable Asset Management Act (GIAMA). Check, keep the register for office space and issue



space when needed as per the specification and terms of reference. Monitor and give guidance on issuance of Immovable Assets at Head Office and in Districts. Oversee the maintenance of the Immovable assets by PRPW. Liaise with Department of Public Works for new required immovable Assets. Attend meeting pertaining the immovable assets with Public Works/Treasurer. Develop and update the spatial template for all the departmental immovable assets at Head Office and the Districts. Keep a record of all immovable assets allocated to the department and their expiry dates. Management of stores and warehouse. Render proof of goods, services or assets delivered are according to specifications or terms of reference. Ensure that Creation of payments on the procurement system must be dealt with in line with SCM Delegation Authority. Ensure Invoices to be matched with orders to avoid double payment and all certificates required from Service Provider/s to be attached. Ensure Payments are made only to the approved Service Provider/s. Ensure all orders to be system generated-LOGIS. Management of the communication devices (cellular phones 3G data and line. Ensure the cell phone register is in place MTN and Vodacom as per user. Receive, sort and records invoices. Attach cell phone invoices as per order number for payment purposes. Ensure that all newly appointed officials have been created open land lines and fax to email. Check faults for the cisco hand set and report to IT if it's beyond my control. Monitor cleaning services. Ensure all the departmental sites has cleaning services that are appointed by Public Works including the Districts. Monitor the cleaning service rendered within the departmental offices. Manage the allocated resources of the Sub-directorate in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/137** : **DEPUTY DIRECTOR: FINANCE (SCHOLAR TRANSPORT) REF NO: DOT 04/10/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 (Level 11) An all – inclusive remuneration package  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF 6) as recognized by SAQA in Financial Management / Cost and Management Accounting / Auditing. 3-5 years relevant experience at management level (Assistant Director Level) in the financial environment. A Valid Driver's license. Knowledge: Public Finance Management Act, Treasury Regulations, Provincial Scholar Transport Policy, Provincial Integrated Public Transport Master Plan.

**DUTIES** : Manage the rendering of scholar transport procurements services: Coordinate the drafting of tender specification acquiring scholar transport service providers. Facilitate the drafting of scholar transport contracts. Manage the process of appointment of service providers. Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure that data captured on interface (systems) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Provide efficient scholar transport budget and payment manage services: Guides the budgeting process for scholar transport. Monitor budget spending and recommend corrective measures should over or under spending occurs. Manage payment of accruals. Produce financial reports for submission to the office of the Chief Financial Officer. Manage timeous payment of service providers. Monitor uploading of payments on BAS. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Ensure correctness of PODs before payment is made. Provide data management services: Ensure safe keeping of PODs received

from districts. Ensure safe keeping of journals and payment documentation. Verify data coming from districts for correctness. Manage the allocated resources of the Sub-directorate in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/138** : **ASSISTANT DIRECTOR: TRANSPORT SAFETY EDUCATION REF NO: DOT 05/10/2020**

**SALARY** : R376 596 - R454 920 per annum (Level 09)

**CENTRE** : Alfred Nzo

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF Level 6) as recognized by SAQA in Education/Communication/Public Relations/Project Management/Development Studies/ Traffic Safety Management. 3-5 years supervisory experience at (SL7/8) in Road Safety Education/ as an Educator. A Valid Driver's License. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.

**DUTIES** : Implement transport safety education programs. Liaise with the department of education for identification of schools that will participate in road safety education, Receive and conduct assessments on applications for scholar patrol, Coordinate implementation of school road safety debates, Coordinate utilization of Junior Traffic Testing Center. Monitor the condition of Junior Traffic Testing Centers and facilitate repair works if needed. Manage community transport safety councils operations. Liaise with community structures for establishment of community road safety councils. Facilitate induction of appointed community road safety councils. Assist community road safety councils to develop their operational plans. Verify travelling claims from community road safety council members against implementation reports and authorize payment. Facilitate spending of budget allocated to community road safety council operations. Receive, analyze and consolidate implementation reports submitted by road safety councils. Facilitate sitting of provincial community road safety council meetings. Implement community transport safety awareness programs. Coordinate intergovernmental stray animal management programs. Establish good working relationship with community leaders and structures to promote stray animal management. Facilitate training of road rangers on road safety awareness. Coordinate driver training program for private sector organizations. Implement projects identified by the National Department of Transport like driver of the year competition and arrive alive campaigns. Administer human and capital resources. Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Gather information from outside bodies and staff and collate it to produce performance assessment reports. Authorize expenditure up to the delegated amount. Input in the budgeting process for the section. Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/139** : **ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS (X2 POSTS)**

**SALARY** : R376 596 - R454 920 per annum (Level 09)

**CENTRE** : OR Tambo (Ref No: DOT06/10/2020)

Joe Gqabi (Ref No: DOT07/10/2020)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Transport Economics/ Transport Management/Public Administration/Project Management/Social Science/ Public Management. 3 years' experience in Public Transport Management at a Supervisory Level (SL7/8). A Valid Driver's License. Knowledge National Land Transport Act. Provincial Intergrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.
<b><u>DUTIES</u></b>	:	Monitor compliance with contractual obligations Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services. Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non motorised scholar transport programme: Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councilors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: DOT 08/10/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R454 920 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Sciences/ Development Studies/ Public Administration or Management/ Project Management/ Monitoring & Evaluation. 3 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, BCEA, LRA, Departmental Strategic Planning, Departmental Annual Performance Plan, Asset management procedures, Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes, Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, Policies and Procedures, Government Programmes, Occupational Health & Safety, Procurement directives.
<b><u>DUTIES</u></b>	:	Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-

economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/141** : **ASSISTANT DIRECTOR: TRANSPORT OPERATOR LICENSES & PERMITS REF NO: DOT 09/10/2020**

**SALARY CENTRE REQUIREMENTS** : R376 596 - R454 920 per annum (Level 09)  
 : Head Office  
 : National Senior Certificate, Bachelor's Degree (NQF level 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.

**DUTIES** : Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATIONS SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 - R454 920 per annum (Level 09)
	:	Alfred Nzo (Ref No: DOT 10/10/2020)
	:	Amatole (Ref No: DOT 11/10/202)
	:	Sarah Baartman (Ref No: DOT 12/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 year's relevant experience at Supervisory level 7/8 experience in the field. A Valid driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.
<b><u>DUTIES</u></b>	:	Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/143</u></b>	:	<b><u>ASSISTANT DIRECTOR: PT REGISTRATIONS OPERATOR LICENSES AND PERMITS (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 - R454 920 per annum (Level 09)
	:	Chris Hani (Ref No: DOT 13/10/2020)
	:	Joe Gqabi (Ref No: DOT 14/10/2020)
	:	OR Tambo (Ref No: DOT 15/10/2020)

<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognized by SAQA in Transport Management or Transport Economics. 3-5 year relevant supervisory experience SL7/8 in the field. A Valid driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan.
<b><u>DUTIES</u></b>	:	Manage the walk in centre: Monitor the operations of the walk-in center. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in center is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment system to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: FRONT &amp; BACK OFFICE SERVICES (SCHOLAR TRANSPORT) REF NO: DOT16/10/2020</u></b>
<b><u>SALARY</u></b>	:	R376 596 - R454 920 per annum (Level 09)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's degree (NQF Level 6) / National Diploma (NQF Level 6) as recognized by SAQA in Public administration/ Public Management / Business administration.3-5 years' relevant experience in Supervisory level (SL7/8) in the field. A Valid driver's license. Knowledge HR management principles. Strategic management principles. Performance management principles. Report writing. Stakeholder and customer relationship management principles. HR planning, utilisation, maintenance, exits, recruitment and selection. Conflict management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate and consolidate strategic plan and APP for the program. Put in place specific protocol, processes and standards for the program. Implement financial governance and financial improvement initiatives and ensure that continuous improvement is evident. Update all the relevant plans for the programme annually. Manage human, financial, and material resources of the sub directorate. Ensure that performance agreements and performance reviews for the program are done correctly and submitted to HRD on time. Attend to public complaints referred to the program by customer care. Ensure proper records management within the program. Assist in the development of all statutory reports required from the section.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/145** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT**  
**REF NO: DOT 17/10/2020**

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Chris Hani (Queenstown)

**REQUIREMENTS** : National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 or more years as a Provincial Inspector. At least code B Valid Driver's License. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Conflict management , Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

**DUTIES** : Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/146** : **PRINCIPAL PROVINCIAL INSPECTOR: NUMBER PLATE**  
**MANUFACTURES REF NO: DOT 18/10/2020**

**SALARY** : R316 791 - R373 167 per annum (Level 08)  
**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on

hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/147** : **PRINCIPAL PROVINCIAL INSPECTOR: INVESTIGATIONS REF NO: DOT 19/10/2020**

**SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Traffic Management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/148** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES (VTS) REF NO: DOT 20/10/2020**

**SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of



		driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/149</u></b>	:	<b><u>CHIEF PUBLIC TRANSPORT INSPECTOR / PRINCIPAL PROVINCIAL INSPECTOR: PUBLIC TRANSPORT INSPECTORATE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 - R373 167 per annum (Level 08)
	:	Alfred Nzo (Ref No: DOT 21/10/2020)
	:	Joe Gqabi (Ref No: DOT22/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A Valid Driver's License. No criminal record. Knowledge: National Land Transport Act 22 of 2000, Dangerous goods, Completion of law enforcement documents, Vehicle Impoundment, Vehicle Inspection, Departmental policies.
<b><u>DUTIES</u></b>	:	Conduct inspections to ensure that public transport vehicles are compliant with requirements of the National Land Transport Act. Investigate and advise Operating License Board around allocation of public transport routes. Impound public transport vehicles that do not comply with the requirement of the ACT. Conduct Inspections on freight vehicles that carry dangerous goods to check whether they have complied with the ACT. Investigate complaints received from operators and submit report to the office. Reduction of public transport accidents and conflicts. Efficient allocation of public transport routes. Elimination of un-road worthy public transport vehicles in the road. Reduction of accidents caused by freight vehicles carrying dangerous goods.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/150</u></b>	:	<b><u>PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC INSPECTORATE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 - R373 167 per annum (Level 08)
	:	Alfred Nzo (Ref No: DOT 23/10/2020)
	:	Joe Gqabi (Ref No: DOT24/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 1-2 years relevant experience as examiner. A

<b><u>DUTIES</u></b>	:	Valid Driver's License. No criminal record. Knowledge: National Land Transport Act 22 of 2000, Dangerous goods, Completion of law enforcement documents, Vehicle Impoundment, Vehicle Inspection, Departmental policies. Conduct inspections to ensure that public transport vehicles are compliant with requirements of the National Land Transport Act. Investigate and advise Operating License Board around allocation of public transport routes. Impound public transport vehicles that do not comply with the requirement of the ACT. Conduct Inspections on freight vehicles that carry dangerous goods to check whether they have complied with the ACT. Investigate complaints received from operators and submit report to the office. Reduction of public transport accidents and conflicts. Efficient allocation of public transport routes. Elimination of un-road worthy public transport vehicles in the road. Reduction of accidents caused by freight vehicles carrying dangerous goods.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/151</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: DOT 25/10/2020</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's (NQF Level 7) /National Diploma (NQF level 6) as recognized by SAQA in Financial Management/Accounting/ Auditing/ Cost and Management Accounting/ Financial Information System/Taxation/Local Government and Finance, Majoring in Financial Accounting. A minimum of 1-2 years' experience in financial environment. A Valid Driver's License. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<b><u>DUTIES</u></b>	:	Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/152</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE MAINTENANCE REF NO: DOT 26/10/2020</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment, or Registration as an Engineering Technician, A valid driver's licence, 1-2 years appropriate experience in the environment. Knowledge: To plan and execute inspections for new and maintenance work on project sites to ensure that work are being done in compliance with relevant regulations and legislation.
<b><u>DUTIES</u></b>	:	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 existing

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 to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised 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. 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 Inspectors 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 utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/153** : **ENGINEERING TECHNICIAN: MECHANICAL (X2 POSTS)**  
One Year Contract

**SALARY CENTRE** : R311 859 - R327 888 per annum (OSD)  
: Joe Gqabi Ref No: DOT61/10/2020  
Grahamstown (In-House) Ref No: DOT62/10/2020

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising.

**DUTIES** : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/154** : **ARTISAN FOREMAN: ELECTRICAL REF NO: DOT65/10/2020**

**SALARY** : Grade A: R304 263 - R339 543 per annum (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mthatha Airport
	:	Appropriate Trade Test Certificate. A Valid driver's license. 5 years post qualification experience. Knowledge: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing.
<b><u>DUTIES</u></b>	:	Implement electrical maintenance services: Inspect electrical equipment such as runway lights etc and/or facilities. Service electrical equipment and/or facilities according to service schedules. Conduct quality assurance to all serviced and maintained equipment and/or facilities. Attend to heavy current electrical faults. Implement electrical repair services: Arrange servicing of generators according to set intervals. Repair electrical equipment and facilities according to set standards. Conduct tests to repaired electrical equipment and/or facilities against specifications: Implement electrical inspection services: Conduct inspections in all airport buildings to ensure that they meet electricity safety standards as prescribed by CAA. Produce electrical equipment and facilities inspection report on monthly basis. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/155</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (PRODUCTION) REF NO: DOT 27/10/2020</u></b>
<b><u>SALARY</u></b>	:	Grade A: R272 739 - R302 691 per annum (OSD)
<b><u>CENTRE</u></b>	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7) / National diploma (NQF 6) as recognized by SAQA in Safety management / Environmental management / Risk management. A Valid Driver's licence. 1 - 2 years in safety / Environmental / Risk Management / Public Health experience. Knowledge: Knowledge of Safety environment. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Computer.
<b><u>DUTIES</u></b>	:	Render Strategy formulation and Business Performance Provide input into planning process within the section and execute the approved plan in accordance with policies, procedures and processes to ensure achievement of operational targets. Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures Report non-compliance and implement corrective actions to ensure compliance. Ensure Governance, Compliance and Risk management. Implement and enforce the SHEQ Enforcement Systems, Safety management System, policies and procedures and legislative requirements. Conduct compliance audits, report on and follow-up to ensure that non-conformances / compliance have been addressed. Maintain a balance between environmental conservation and development. Participate in Risk assessment for new projects existing and where there is a change in operation or product. Ensure quality assurance. Ensure that corrective actions are implemented and closed-off in respect of all reported non-conformances, risks and remedial actions. Incident and accident investigations as well as reporting. Compile final incident and accident investigation reports as per policy requirements. Perform trend analysis, compile and submit SHEQ reports as per required timelines. SHEQ Promotions, Training and development. Participate in implementation of SHEQ campaigns. Provide On-Job HIRA workshop, Safety Management Systems, OHS and SHE Induction, Standard Operating Procedures, Work Instructions and other SHE related training to Mthatha airport stakeholders. Develop and conduct relevant Safety, Health and environment campaigns with the airport community. Manage the allocated resources of the Sub-directorate in line with legislative and 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 description and implementation of Work Plans and

		Personal Development Plans (PDP's) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/156</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: TRANSPORT INFRASTRUCTURE PLANNING AND DESIGN REF NO: DOT45 /10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade A: R272 739 - R302 691 per annum (OSD) Grahamstown National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Environmental Management, 1-2 year's relevant experience in Construction Environment. Professional Registration with SACNASP A Driver's license (A minimum of Code 14) C1PRDP and practical test. Five (5) years' driving experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Facilitate development of environmental Management strategies and action plans: Assist in conducting of research for the purpose of identifying, abating, or eliminating sources of pollutants and environmental hazards. Conduct workshops on regulatory compliance with environmental management act. Identify measures for protecting public health, including administering and enforcing legislation related to environmental health. Implement environmental compliance strategies and policies: Implement environmental management systems to continually improve the workplace safety. Analyse reports submitted by districts on incidents occurred on work sites and identify prevention mechanisms. Coordinate implementation of policies and procedures to ensure that work areas, facilities are free of dangers that could cause harm to a person working. Provide support to minimise health and safety hazards. Facilitate the implementation of various environmental specifications. Carry out impact assessment to identify assess, reduce environmental risks and financial costs. Produce environmental safety reports. Manage the allocated resources of the directorate in line with legislative and 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. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/157</u></b>	:	<b><u>PROJECT COORDINATOR: COMMUNITY DEVELOPMENT (CBP) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Head Office (Ref No: DOT28/10/2020) (X2 Posts), (Ref No: DOT29/10/2020) National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management . 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<b><u>DUTIES</u></b>	:	Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on

		individual projects handled by the sub-directorate. Liaise with districts and directorate clients.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/158</u></b>	:	<b><u>PROJECT COORDINATOR: MONITORING AND EVALUATION (CBP) (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Sarah Baartman (Ref No: DOT30/10/2020)
	:	Chris Hani (Ref No: DOT31/10/2020)
	:	OR Tambo (Ref No: DOT32/10/2020)
	:	Alfred Nzo (Ref No: DOT33/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management. 1-2 years relevant experience in the field. A valid driver's license. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<b><u>DUTIES</u></b>	:	Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/159</u></b>	:	<b><u>ADMIN OFFICER: SCHOLAR TRANSPORT REF NO: DOT34/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7)/ National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Pubic Management. 1-2 years' experience in monitoring environment. Knowledge: Monitoring and evaluation processes. Conducting of Research. Report writing. Analysis of Raw Data. Computer hardware and software.
<b><u>DUTIES</u></b>	:	Monitor implementation of scholar transport programme: Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD's submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/160</u></b>	:	<b><u>ADMIN OFFICER: PUBLIC TRANSPORT SERVICES REF NO: DOT35/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Head Office

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/161</u></b>	:	<b><u>ADMIN CLERK (SUPERVISORY): TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT36/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Zwelitsha
<b><u>DUTIES</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/162</u></b>	:	<b><u>ADMIN OFFICER (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Chris Hani (Ref No: DOT37/10/2020) Sarah Baartman (Ref No: DOT38/10/2020)

<b><u>REQUIREMENTS</u></b>	:	Joe Gqabi (Ref No: DOT39/10/2020) National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/163</u></b>	:	<b><u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Chris Hani (Ref No: DOT40/10/2020) Sarah Baartman (Ref No: DOT41/10/2020) (X2 Posts) Joe Gqabi (Ref No: DOT42/10/2020) (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458



**POST 25/164** : **ADMIN OFFICER (OPERATIONS): TRANSPORT INFRINGEMENT (GENERAL ADMINISTRATION) REF NO: DOT43/10/2020**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/165** : **ADMIN OFFICER (OPERATIONS): TRANSPORT REGULATIONS REF NO: DOT44/10/2020**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Alfred Nzo

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<b><u>POST 25/166</u></b>	:	<b><u>PRINCIPAL RAOD WORKS FOREMAN REF NO: DOT46/10/2020</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or equivalent. A Valid driver's license. Five (5) years' relevant experience in the environment. Knowledge: National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. .Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/167</u></b>	:	<b><u>SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT47/10/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11. Operational guidelines on law enforcement equipment.
<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of

Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/168** : **SENIOR PROVINCIAL INSPECTOR: TRAFFIC INSPECTORATE REF NO: DOT48/10/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Alfred Nzo  
: National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B Valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/169** : **SENIOR PROVINCIAL INSPECTOR: PUBLIC TRANSPORT INSPECTORATE SERVICES REF NO: DOT49/10/2020**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Zwelitsha  
: National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B valid Driver's License. No Criminal record. Knowledge: Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment.

**DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing

operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/170** : **LICENSING ADMIN CLERK SUPERVISORY: TRANSPORT OPERATOR LICENSE & PERMITTS REF NO: DOT50/10/2020 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/ Public administration / Public Management. 1-2 years relevant experience in the field. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES** : To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/171** : **LICENSING ADMIN CLERK (SUPERVISORY) TRAFFIC LAW ADMINISTRATION REF NO: DOT51/10/2020 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (Level 07)  
: Head Office  
: National Senior Certificate, Bachelor's Degree (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/Public administration. 1-2 years relevant experience in the field. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/172</u></b>	:	<b><u>LICENSING ADMIN CLERK (SUPERVISORY) TRAFFIC LAW ADMINISTRATION REF NO: DOT52/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Alfred Nzo National Senior Certificate, Bachelor's (NQF 7) / National Diploma (NQF level 6) as recognised by SAQA in Transport Management/Public Administration or any relevant qualification. 1-2 years relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/173</u></b>	:	<b><u>LICENSING ADMIN OFFICER: DRIVER &amp; VEHICLE REGULATIONS AND STANDARDS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07) Head Office (Ref No: DOT53/10/2020) Amatole (Ref No: DOT54/10/2020) Sarah Baartman (Ref No: DOT55/10/2020) Chris Hani (Ref No: DOT56/10/2020) Joe Gqabi (Ref No: DOT57/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF level 7)/National Diploma (NQF level 6) as recognised by SAQA) in Transport Management/Public administration. 1-2 years relevant experience in the environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/174</u></b>	:	<b><u>LICENSING ADMIN OFFICER: OPERATING LICENSES AND PERMITTS (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Alfred Nzo (Ref No: DOT58/10/2020)
	:	Amatole (Ref No: DOT59/10/2020)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7)/National Diploma (NQF level 6) as recognised by SAQA in transport management/public administration or any relevant qualification. 3 years relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	To provide administrative support to the operating licenses board. Render support services to the operating licenses board. Facilitate applications for operating licenses. Provide secretariat services to board meetings. Issuing operating licenses. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/175</u></b>	:	<b><u>SCM CLERK (SUPERVISORY) REF NO: DOT60/10/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 - R303 339 per annum (Level 07)
	:	Mthatha Airport
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree (NQF 7)/National Diploma (NQF level 6) as recognized by SAQA in Supply Chain Management/Logistics Management/ Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved point traffic law enforcement activities. Ensure the free flow of traffic through point duty and

traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and/or special law enforcement operations. Perform all administrative activities and related duties. Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions. Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/176** : **SENIOR ROAD WORKS FOREMAN REF NO: DOT63/10/2020 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R208 584 - R245 694 per annum (Level 06)  
: Chris Hani  
: National Senior Certificate or equivalent. A Valid Driver's license (A minimum of Code 8). Five (5) years' relevant experience in the environment. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

**DUTIES** : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. .Ensure management, maintenance and safekeeping of asset.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/177** : **PROVINCIAL INSPECTOR REF NO: DOT66/10/2020**

**SALARY CENTRE REQUIREMENTS** : R208 584 - R245 694 per annum (Level 06)  
: Komga  
: National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. At least code B Valid Driving license. No experience required. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

<b><u>DUTIES</u></b>	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities: Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/178</u></b>	:	<b><u>LICENSING ADMIN CLERK: DRIVER VEHICLE REGULATIONS &amp; STANDARDS (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 - R245 694 per annum (Level 06)
	:	Head Office (Ref No: DOT67/10/2020)
	:	Amatole (Ref No: DOT68/10/2020)
	:	Sarah Baartman (Ref No: DOT69/10/2020)
	:	Chris Hani (Ref No: DOT70/10/2020)
	:	Joe Gqabi (Ref No: DOT71/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458



<b><u>POST 25/179</u></b>	:	<b><u>ARTISAN FOREMAN MECHANICAL REF NO: DOT64/10/2020</u></b>
<b><u>SALARY</u></b>	:	Grade A: R190 653 - R211 596 per annum (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A Valid driver's license. Knowledge: Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.
<b><u>DUTIES</u></b>	:	Guide the Conducting of planned and predictive maintenance. Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburetor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. 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 input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Monitor conducting of fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/180</u></b>	:	<b><u>LICENSING ADMIN CLERK: MOTOR VEHICLE REGISTRATION AND AUTHORISATION REF NO: DOT72/10/2020</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling

		claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/181</u></b>	:	<b><u>LICENSING ADMIN CLERK: TRANSPORT OPERATOR LICENSE AND PERMITTS REF NO: DOT73/10/2020 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05)
	:	Head Office
	:	National Senior Certificate or Equivalent qualification. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/182</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) REF NO: DOT74/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05)
	:	In- House Transport Infrastructure Maintenance
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

<b><u>POST 25/183</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION): TRANSPORT REGULATIONS REF NO: DOT75/10/2020</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/184</u></b>	:	<b><u>PRINCIPAL DRIVER OPERATOR REF NO: DOT76/10/2020 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 10 certificate or equivalent) Driver's license (A minimum of Code 14) C1PRDP and practical test. Five (5) years' driving experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<b><u>DUTIES</u></b>	:	Render driving services through inter alia the following: - Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/185</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) PUBLIC TRANSPORT OPERATIONS (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Chris Hani (Ref No: DOT77/10/2020) Joe Gqabi (Ref No: DOT 78/10/2020) O.R Tambo (Ref No: DOT79/10/2020) (X2 Posts) Alfred Nzo (Ref No: DOT80/10/2020) Amatole (Ref No: DOT81/10/2020)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain

	:	quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/186</u></b>	:	<b><u>FINANCE CLERK: PRODUCTION REF NO: DOT82/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05) Mthatha Airport National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: 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, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control. Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/187</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) TECHNICAL SUPPORT: CBP REF NO: DOT83/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05) Head Office National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/188</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION) COORDINATING AND MONITORING: CBP REF NO: DOT84/10/2020 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05) Head Office National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep

		and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/189</u></b>	:	<b><u>ADMINISTRATION CLERK (PRODUCTION): OPERATOR LICENSE AND PERMITTS REF NO: DOT89/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (Level 05) Sarah Baartman
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/190</u></b>	:	<b><u>DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Alfred Nzo Ref No: DOT85/10/2020 Sarah Baartman Ref No: DOT86/10/2020
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/191</u></b>	:	<b><u>DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Joe Gqabi (Ref No: DOT87/10/2020) (X2 Posts) Alfred Nzo (Ref No: DOT88/10/2020)
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the

		component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/192</u></b>	:	<b><u>DATA CAPTURER: COORDINATION AND MONITORING (CBP) REF NO: DOT90/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Head Office
	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<b><u>DUTIES</u></b>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/193</u></b>	:	<b><u>RECEPTIONIST REF NO: DOT91/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Mthatha Airport
	:	National Senior Certificate with Secretarial Certificate/ Office Management. 1-2 years relevant experience/ call centre experience. Knowledge: Good telephone etiquette, Batho Pele Principles, Knowledge of typing. Working procedures in respect of own work. Planning and organizing. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles.
<b><u>DUTIES</u></b>	:	Provide direction and accurate information to all visitors of the Department. Ensure that the front office environment promotes a good image of the department at all times. Receive customers /client complaints and process them accordingly. Use an electronic record keeping system to store information passing through the front office. Provide quick and accurate responses to clients calling the department. Provide input in the development of the service standard, Service Delivery Improvement Plan as well in customer satisfaction surveys. Provide feedback to client /customers according to set service standards.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<b><u>POST 25/194</u></b>	:	<b><u>TRAIDMANS AID: INFRASTRUCTURE MAINTENANCE REF NO: DOT92/10/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 - R171 138 per annum (Level 04) Mthatha Airport
	:	National Senior Certificate with 1-2 year's relevant experience in the environment. Knowledge: Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance. Technical report writing.
<b><u>DUTIES</u></b>	:	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. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment

and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 25/195** : **GENERAL ASSISTANT REF NO: DOT93/10/2020**

**SALARY** : R102 534 - R120 780 per annum (Level 02)

**CENTRE** : Mthatha Airport

**REQUIREMENTS** : Abet. No experience required. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written).

**DUTIES** : Perform general work assistance. Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF POLICE, ROADS AND TRANSPORT**

- APPLICATIONS** : For The Department of Police, Roads and Transport to be submitted to: Applications can be hand delivered to Medfontein Building St Andrew Street, Head: Police, Roads and Transport, P.O. BOX 119, Bloemfontein 9300 by quoting the relevant reference number for the post.
- CLOSING DATE** : 13 November 2020
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy) Preferred District or Location should be stated. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies and must not be older than six months. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted to the correct address and attachments are included. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS, 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.

**OTHER POST**

- POST 25/196** : **PROVINCIAL INSPECTOR REF NO: FS PR&T/PI/01/08/2020 (X30 POSTS)**
- SALARY CENTRE** : R208 584 per annum (Level 06)  
: **Motheo District:** Dewetsdorp (X2 Posts)  
**Xhariep District:** Zastron (X2 Posts)  
Trompsburg (X2 Posts)  
Koffiefontein (X2 Posts)  
Smithfield (X1 Post)  
Wepenaar (X2 Posts)  
**Lejweleputswa District:** Theunissen (X2 Posts)  
Wesselsbron (X2 Posts)  
Hoopstad (X2 Posts)  
**Fezile Dabi District:** Heilbron (X2 Posts)  
Koppies (X2 Posts)  
Steynsrus (X2 Posts)  
Frankfort (X2 Posts)  
**Thabo Mofutsanyane District:** Ficksburg (X3 Posts)  
Clocolan (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or higher. A valid Driver's license at least Code B. Basic Traffic Diploma. No criminal record.
- DUTIES** : Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licenses and Motor Vehicles and monitor compliance at Driver



**ENQUIRIES**

: License Testing Centre's (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.  
Mr. S.S Sekobile Tel No: (051) 409 8566/46.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.  
**Districts Ekurhuleni North (EN)** Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.  
**District Gauteng North (GN)** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754  
**District Gauteng West (GW)** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.  
**District Johannesburg Central (JC)** Physical Address: Corner Morola & Chris Hani road Soweto College, Pimville. Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho Tel No: (011) 983-2231.  
**District Johannesburg East (JE)** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109.  
**District Johannesburg North (JN)** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378.  
**District Johannesburg South (JS)** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.  
**District Sedibeng East (SE)** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861  
**District Tshwane North (TN)** Physical Address: Wonderboom Junction, 11 Lavender Street, Pretoria. Postal Address: Private Bag X925, Pretoria, 0001. Enquiries Rejoice Manamela Tel No: (012) 543 4313.
- CLOSNG DATE** : 13 November 2020
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered

**OTHER POSTS**

- POST 25/197** : **CHIEF MECHANICAL ENGINEER GRADE A REF NO: HO2020/11/01**  
Directorate: Infrastructure Planning
- SALARY** : R1 042 827 – R1 192 365 per annum (All-inclusive package). The Department will award a higher salary depending on the expertise of the applicant.
- CENTRE REQUIREMENTS** : Head Office, Johannesburg  
: An appropriate Degree in Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing

		documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research. Ms. Winny Radzilani Tel No: (011) 843 6540
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/198</u></b>	:	<b><u>ASSISTANT DIRECTOR: GENERIC TRAINING AND WORK READINESS SKILLS REF NO: HO2020/11/02 (X3 POSTS)</u></b> Directorate: Programme Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3-year National Diploma/Degree in Education/Human Resources Management/Organizational Psychology plus a minimum of three years' experience in facilitating training and development is compulsory. Facilitator and Assessor Qualifications and a valid drivers' licence are compulsory requirements. An understanding of Government policies, procedures and processes. Extensive understanding of Human Resources Development (HRD), Talent Management and Skills Development legislation and application. Knowledge and understanding of blended learning approaches. Appreciation and understanding of government prescripts such as the PFMA, SCM regulations, etc. Key Competencies: Instructional, Communication and Public Speaking skills, Assessor Skills. Research capabilities Experience with producing training materials and lead workshops and seminars. Conduct effective training programs, leadership and motivational skills, preparing training curriculum materials. Experience in delivery of training in a virtual format. Strong interpersonal skills, creativity, technological skills, and attention to detail.
<b><u>DUTIES</u></b>	:	Facilitate the delivery of outcomes-based training programmes; Support learners in the compilation of Portfolios of Evidence (PoE); Conducting in-house and offsite activities such as presentations, job simulations, and role-playing exercises; conduct formative and summative assessment. Curriculum and learning material design, development and review; frequently carry out research and recommending necessary learning equipment and platforms; Conduct research to improve relevance of training and delivery in the Province. Develop and contextualize training according to the needs of the clients. Deliver accredited and non-accredited programmes. Deliver training across the entire Gauteng Provincial Government including Unemployed Youth; Assess and measure the results of training; Monitoring, evaluating, and taking an accurate and adequate record of training activities and program effectiveness. Ms Lydia Phehla Tel No: (011) 556 9001
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HO2020/11/03</u></b> Directorate: Programme Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3 year National Diploma/Degree in Communications/ Public Relations/ Social Planning/Community Development or related plus a minimum of 3 years' experience in stakeholder coordination and/or management role. Excellent knowledge of Government, Parliamentary process and requirements. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Experience of undertaking stakeholder management role in organisations. Demonstrate success in resolving conflicting stakeholder requirements in a complex stakeholder environment. Experience in developing and successfully implementing stakeholder engagement plans. Appreciation and understanding of the training and skills development related environment and track record of successful management of engagements of different cohorts in this environment. Good planning and organisational skills, enabling stakeholder knowledge to be effectively disseminated and shared within the Academy's team, and acted on

in future interactions. Effective liaison and negotiation skills in potentially complex and highly emotive situations. Excellent stakeholder management and interpersonal skills. Writing, communication and presentation skills. Ability to work in teams and independently.

**DUTIES**

: Manage and lead stakeholder engagement, develop approaches to engagement, collaboration, and innovation that create improved value for the Academy and its clients, including the provision of high quality and responsive information for clients. Lead the development, implementation and evaluation of strategic, tactical and operational stakeholder engagement plans, programs, projects and initiatives to align with the Academy's vision, goals and direction. Plan and lead the implementation of integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients and beneficiaries. Mapping stakeholders and developing appropriate communications for each key stakeholder group. Lead specific stakeholder outreach initiatives, dialogues and other forms of engagement to understand key concerns and issues and inform review and enhancement of services and service delivery. Develop and maintain strong internal and external relationships to exchange information with client groups, community, other levels of government and other stakeholders to inform strategic and operational decisions related to programs and services. Provide briefings and support to technical teams for meetings with stakeholders. Maintain overview of 'database' used to track both engagement requests and engagement 'fulfilled' to ensure documentation. Ensure communication and alignment between different project teams and ensure that issues are captured and escalated as required.

**ENQUIRIES**

: Ms Bellina Molaba Tel No: (011) 355 1170

**POST 25/200**

: **ASSISTANT DIRECTOR: INTERGRATED MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: HO2020/11/04**  
Directorate: Integrated Management and Leadership Development

**SALARY**

: R376 596 per annum

**CENTRE**

: Head Office, GCRA

**REQUIREMENTS**

: An appropriate 3 year National Diploma/Degree qualification in Human/Social Sciences / Public Administration / Business/ Management/ Organizational Leadership and Human Resources. Post Graduate qualification will be added as an advantage. Plus a minimum of 3 years' experience in Organisational Development and/or Human Resources Development/training and skills development legislation and application. Demonstrate experience in facilitating development opportunities for those in leadership positions to expand their knowledge and improve their skills. Working knowledge of human resource development legislation, regulations and policies in the public sector, and management development best practices Competencies: Ability to work in collaboration across people to deliver outcomes that enhance the employee. Good knowledge of developments and Expertise in Learning, leadership and talent development experience. Ability to build good relationships and partnerships with key influencers across different sectors. Passionate about learning and growth. Ability to learn how to deal effectively with first-time or changing situations. Ability to resolve conflicts and de-escalate stressful situations. Superior problem-solving skills. Proficient in Word, PowerPoint and Excel. Working knowledge of the Public Financial Management Act and Treasury Regulations. Communication (verbal and written) and project management skills. Proven skill in needs analysis in human resource development, implementation of development solutions via face to face and remote learning. Learning monitoring and evaluation, and administration of learning and learning support.

**DUTIES**

: Oversee the development and delivery of leadership development programmes for management and leadership of GPG. Analyse training needs and develop training programs as needed or modify existing programs to meet specific needs. Develop and facilitate development of training interventions as well as experiences that help leaders develop in key areas. Plan and implement development and training programs using a variety of methods that may include demonstrations, conferences, classroom training, meetings, workshops and on-the-job training. Assess various training and development options and making recommendations on which to use. Aligning leadership training interventions with overall GPG's goals. Consistently evaluating training and development materials to ensure they are as up to date as possible.

		Overseeing the budget for training and development. Ensure the provision on creative, innovative and agile learning interventions that meet the changing cultural and social needs. Ensuring that GPG does not fall behind the latest in technology and innovative strategies. Foster and maintain relationships with different stakeholders and external professional bodies, advisers and consultants e.g. learning and development providers and specialist suppliers accessibility arrangement for key stakeholders to the office of the HOD.
<b><u>ENQUIRIES</u></b>	:	Mr Jurgens Hanekom Tel. No: (011) 556 9115
<b><u>POST 25/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIPS-OUT OF SCHOOL YOUTH TALENT MANAGEMENT REF NO: HO2020/11/05</u></b> Directorate: Vocational Development Programme
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3-year National Diploma/Degree qualification in Human/Social Sciences / Public Administration / Business/Financial Management. Preferred Post Graduate qualification. Plus a minimum of 3 years' experience in programme management and coordination, business administration and first line supervisory is required. A track record of successful management of programmes related to talent management and development. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis, Contract, Programme and Project Management, Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focussed. Ability to work in teams and independently. Personal organization. Risk management. Good Communication skills. Ability to delegate tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Manage the youth intervention programmes, with particular focus on learnerships and internships. Manage and provide support in the initiation, planning, design, implementation and reporting of all assigned projects. Facilitate and manage the stakeholder relationships in the delivery of the projects/initiative plans. Design performance measurements and scorecards for all initiatives/projects to enable frequent reporting. Monitor and evaluate the effectiveness of the stakeholder-implemented initiatives (including risks) in accordance with the contracted performance measurement. Develop systems for monitoring and gathering knowledge on the activity of stakeholder organisations and inform senior management team and contribute by offering advice on appropriate actions and follow-up. Scan the wider stakeholder environment to identify and exploit opportunities for youth development which are supportive of the strategic aims of the GCRA. Ensure efficient utilisation of the resources in different projects. Ensure appropriate budget planning and allocation and monitor expenditure in accordance with strategic objectives and ensure compliance with relevant policies and prescripts. Delegate work assignments and tasks to appropriate individuals and provide sufficient direction towards the achievement of desired outcomes and objectives of the GCRA. Manage the performance and development of staff within the sub directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Lebogang Matlala Tel No: (011) 355 1137
<b><u>POST 25/202</u></b>	:	<b><u>ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION - OUT OF SCHOOL YOUTH: REF NO: HO2020/11/06</u></b> Directorate: Talent Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3-year National Diploma/Degree in Human/Social Sciences/Public Administration. Post Graduate qualification an added advantage. Plus a minimum of 3 years' experience in program management and coordination, and first line supervisory is required. Two or more years of experience working in education or youth development environment; strong preference for candidates with demonstrated success in developing new youth

programs. Demonstrated experience in managing youth employment or development programs required. Experience with training or mentorship approaches preferred. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resources Development policies and strategies. Sound understanding of the basic education environment. Competencies Communication Skills- verbal and writing skills, Research and Policy analysis, Contract, Program and Project Management, Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Coordination skills. Stakeholder Management and customer focused. Ability to work in teams and independently. Familiarity with e-learning platforms and practices. Knowledge of effective learning and development methods.

**DUTIES** : Develop and manage initiatives that improve skills alignment and equip young people to get a job, effectively contribute to a workplace, thrive in self-employment, or succeed in an entrepreneurial venture. Connect young people to technical and life skills training. Conduct market analyses and employer interviews to understand which technical and life skills are relevant. Facilitates collaboration and manages multiple stakeholders from across sectors. Develop, adopt, implement, and iterate innovative solutions to better serve young people. Research trends and benchmark best practices and translate them into applicable approaches for the needs of youth. Establish and build a sustainable pipeline of young talent aligned to scarce and future roles. Establish and maintain strategic partnerships with selected stakeholders. Assess the needs of young people, plan and monitor the programs and strategies related to talent development. Review and evaluate training and skills development programs for compliance with government standards. Facilitate job fairs for youth and prepare efficient network. Regularly assess the results of development programs.

**ENQUIRIES** : Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 25/203** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR QUOTATIONS) REF NO HO2020/11/07**  
Directorate: Procurement

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in the Supply Chain Management and Logistics/B com Accounting or Finance/Public Management, Policy and Development plus a minimum of Three years' experience in the supply chain management field with a Senior Provisioning Officer role within Supply Chain Management environment. Skills. Computer literacy, report writing, leadership, written and verbal communication, conflict management, planning and organising. Valid driver's license.

**DUTIES** : Coordinate the acquisition of goods and services in the department through quotations. Coordinate the implementation of applications associated with acquisitions processes .Ensure compliance of senior buyers/buyers to procurement policies and procedures. Process and address all escalated vendor and customer queries. Approve all purchase order. Ensure compliance to procurement policies and procedures. Ensure that goods and services meet end user requirements as per specification. Ensure savings targets are adhered to and meet provincial BBBEE target. Ensure that control mechanisms for purchase orders are in place by adhering to approved Procurement Plan. Ensure that all POs are awarded to vendors registered on Central Supply Database and suppliers are tax compliance. Ensure that requisition documents are accurate. Ensure the end user has supplied the correct and proper item specification. Ensure that forms have been approved by the unit manager Procurement RLSO1 submission signed by relevant people. Ensure that the analysis has been done for the purchasing of the goods or services to avoid unnecessary expenditure. Ensure that the list of compliant suppliers is attached. Oversee that staff are following the process requests for quotations upon adherence to requirements of the check-list. Manage and develop subordinates. Identify training needs of subordinates and ensure that they attend relevant training interventions. Mentor and motivate subordinates. Conduct performance evaluations. Compile and submit reports on work activities.

**ENQUIRIES** : Mr S Gogoba Tel No: (011) 355 1105

**POST 25/204** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSALS) REF NO: HO2020/11/08 (X2 POSTS)**  
Directorate: Procurement

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in the Supply Chain Management and Logistics/B com Accounting or Finance / Public Management, Policy and Development plus a minimum of Three years' experience in the supply chain management field with a Senior Provisioning Officer role within Supply Chain Management environment. The applicant must have basic working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/ Accounting system used in the public service. The incumbent must be computer literate and have extensive knowledge in Microsoft office and excel. The work environment requires the applicant to have the ability to work under pressure and deliver timeously without supervision.

**DUTIES** : Provide guidance on Procurement and tender administration processes. Participate in the acquisition of goods and services for the Department Ability to assist in developing clear and precise specifications for goods and services. Ability to conduct market research on identified public commodities. Develop work procedures intended for strategic sourcing Organize and control administrative activities to achieve organizational goals. Develop effective work procedures, processes and methods to attain SCM's goals thereby ensuring optimum service delivery levels.

**ENQUIRIES** : Ms Nonhlanhla Tshabalala Tel No: (011) 355 0162

**POST 25/205** : **ASSISTANT DIRECTOR: MARKING ADMINISTRATION PROCESS REF NO: HO2020/11/10**  
Directorate: Examination Management

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, three-years' National Diploma/Degree plus 3 to 5 years in Examination at supervisory level, relevant experience in examination development and production. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's licence will be an added advantage.

**DUTIES** : To oversee the day-to-day management of the Directorate with Batho Pele Principles underpinning office system. To ensure that all Administrative processes pertaining to appointment of marking officials and marking centres are conducted. Ensure that Chief Markers and Internal Moderators are provided with the necessary documents, templates and information for writing of reports in preparation for, and post marking. Ensure that all administrative processes are completed for timeous remuneration of marking officials. To coordinate People management, Finance management, Budgeting, Document management (Traditional archival and Digital Systems), Strategic management, Metrix management and Asset management. Prepare for audit function to be conducted by internal and external structures.

**ENQUIRIES** : Mr. Jonathan Williams Tel No: (010) 345 0930

**POST 25/206** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: HO2020/11/11**  
Directorate: Internal Control

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma or Degree in Auditing/Accounting/ Internal Audit/ Risk Management/ Public Financial Management. Minimum of 3 years' experience on supervisory level within an audit/accounting/ Risk management and internal control environment.

Experience in internal and external audit projects will be an added advantage. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act, National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body.

**DUTIES** : Coordinate and facilitate the monitoring of financial compliance. Ensure that the reviewed records are in line with all relevant legislative prescripts. Facilitate and investigate irregularities and non-compliance issues. Compile management report on financial matters. Report back to relevant units on current risk and compliance performance. Provide recommendations on improvements in procedures and system in order to improve the internal control environment (maturity level) within the department. Monitor compliance with all financial laws and regulations. Conduct and review the in-detail testing of key financial controls in the department. Facilitate and monitor the implementation of compliance controls. Conduct and supervise independent and objective assessments of internal controls, financial results, departmental processes, and adherence to compliance requirements. Coordinate and facilitate the internal and external audits. Liaise with AGSA, GAS, GPT and other stakeholders. Provide support regarding audit processes. Monitor the implementation of recommendations provided by oversight structures. Maintain and coordinate Loss Control in the department. Participate in the development and maintenance of policies and procedures on asset losses. Participate in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Preserve and protect the integrity of all relevant data and case content for successful investigation and prosecution. Coordinate and verify lost/damaged assets. Manage and develop staff.

**ENQUIRIES** : Ms Unity Zambane Tel No: (011) 355 0268

**POST 25/207** : **ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2020/11/12**  
Directorate: Dispute Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Head Office, Johannesburg  
: An appropriate 3 year National Diploma/Degree qualification in Labour Relations or related field. Minimum of 3 years' experience in Labour Relations. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

**DUTIES** : Investigate and initiate the disciplinary process. Serve as a chairperson of the disciplinary process. Represent the employer during conciliation and arbitration. Consult matters referred to Labour Court. Investigate and facilitate the resolution of grievances. Provide advise to management of Labour Relations matters. Promote sound Employment Relations. Promote and interpret labour relations policies. Maintain labour peace within the organization.

**ENQUIRIES** : Mr Milton Mashele Tel No: (011) 355 1505

**POST 25/208** : **ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION (X4 POSTS)**  
Sub-Directorate: Finance and Administration

**SALARY CENTRE** : R376 596 per annum  
: Sedibeng East District Ref No: SE2020/11/13



Gauteng North Ref No: GN2020/11/14  
Johannesburg East Ref No: JE2020/11/15  
Gauteng West District GW2020/11/16

**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

**DUTIES** : Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

**ENQUIRIES** : Ms Rishile Chauke Tel No: (016) 440 17189(SE)  
Mr Alfred Phaswana: Tel No: (012) 846 3641 (GN)  
Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE)  
Ms Louisa Dhlamini Tel No: (011) 660 8145 (GW)

**POST 25/209** : **ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION (X3 POSTS)**  
Sub-Directorate: Curriculum Management and Delivery

**SALARY** : R376 596 per annum  
**CENTRE** : Ekurhuleni North District: Ref No: EN2020/11/17  
Johannesburg South Ref No: JS2020/11/18  
Johannesburg Central District: Ref No: JC2020/11/19

**REQUIREMENTS** : An appropriate 3year National Diploma/Degree qualification in Public Administration/ Public Management plus a minimum of 5 years' experience as a Senior Admin Officer within Examination or Assessment environment the execution of Examinations administration at District or higher levels. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong

		<p>recommendation. Leadership, management, conflict resolution and good communication skills (written &amp; verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.</p>
<b><u>DUTIES</u></b>	:	<p>Manage and oversee centre and learner registrations in the District. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark/recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the District's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. Facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms Emily Mochela: Tel No: (011) 746 8190 (EN) Mr Patrick Sesane (JS), Tel No: (011) 247 5944 (JS) Mr L Mabutho Tel No: (011) 983 2231 (JC)</p>
<b><u>POST 25/210</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT (X3 POSTS)</u></b> Sub-Directorate: Finance and Administration</p>
<b><u>SALARY CENTRE</u></b>	:	<p>R376 596 per annum</p>
	:	<p>Gauteng North District Ref No: GN2020/11/20 Johannesburg South District Ref No: JS2020/11/21 Tshwane North District Ref No: TN2020/11/22</p>
<b><u>REQUIREMENTS</u></b>	:	<p>An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) &amp; PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Drivers License.</p>
<b><u>DUTIES</u></b>	:	<p>Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.</p>

- ENQUIRIES** : Mr Alfred Phaswana Tel No: (012) 846 3641 (GN)  
Mr Patrick Sesane Tel No: (011) 247 5944 (JS)  
Ms Rejoice Manamela Tel No: (012) 543 4313 (TN)
- POST 25/211** : **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: GN2020/11/23**  
Sub Directorate: Finance and Administration
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Gauteng North District  
: An appropriate recognized three-year National Diploma/Degree in Public Management/Finance/Supply Chain Management/Economics/Business/Purchasing/Logistics plus minimum of 3 years' experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
- DUTIES** : Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.
- ENQUIRIES** : Mr. Alfred Phaswana Tel No: (012) 846 3641 (GN)
- POST 25/212** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: TN2020/11/24**  
Sub-Directorate: HR Transaction Services
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Tshwane North District  
: An appropriate 3year National Diploma/Degree qualification in Human Resource Management /Public Administration qualification plus 3- 5 years' human resource administration experience, with 3 years being at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid South African driver's license.
- DUTIES** : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits.Ensure the implementation of termination transactions on Persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the

following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

**ENQUIRIES** : Ms Rejoice Manamela; Tel No: (012) 543 4313 (TN)

**POST 25/213** : **PHYSICAL PLANNER REF NO: JN2020/11/25**  
Sub-Directorate: Finance and Administration

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg North District  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in public sector management focusing on education planning plus 3-5 years' experience. Knowledge and understanding of the South African Schools Act and regulations, spatial planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, National Archives and Records Service Act. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

**DUTIES** : Manage the infrastructure planning inputs as part of the Provincial infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Undertake extensive analysis to formulate and maintain a physical planning framework for the department based on long-term population projections, education targets and verifiable crowding distance indicators. Update information on NEIMS and document management system for all built environment documentation. Research/literature studies to keep abreast with new technologies and procedures. Manage the development, motivation and utilisation of subordinates.

**ENQUIRIES** : Ms. N Mashazi Tel No: (011) 694 9321

#### **DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Financial Controller (**For Sedibeng DHS**) with Ref No: SDHS 2020/06/05 advertised in Public Service Vacancy Circular 24 dated 02 October 2020, the Salary notch of the post has been amended as follows: The salary R257 508 per annum. People who applied are encouraged to re-apply, the closing date has been extended to the 06 November 2019.

#### **OTHER POSTS**

**POST 25/214** : **HEAD OF CLINICAL DEPARTMENT REF NO: HODRO/CMJAH/2020**  
Directorate: Radiation Oncology

**SALARY** : R2 054 577 per annum (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the HPCSA as a Medical Specialist in Radiation Oncology. Registration with the HPCSA as a Medical Specialist in Radiation Oncology. A minimum of 3 additional year's appropriate experience as a registered radiation oncologist. The following requirements below will be considered as added advantage: (Having at least 3 years as a manager of a unit. Strategic capability and leadership skills, service delivery innovation, people management and empowerment skills and advanced clinical and teaching experience. Proven research record and a PhD. Knowledge of health systems, public service and prescribed legislation).

- DUTIES** : Coordinate Develop specialist radiation oncology services for CMJAH and cluster facilities including inpatient, outpatient and consultation liaison services. Provide expert knowledge to aid diagnosis, management and treatment of patients. Coordinate the ongoing delivery of undergraduate and post graduate teaching in radiation oncology, including supervision of registrar MMED projects. Develop the use brachytherapy and new techniques that will include intensity-modulated RT (IMRT), intensity-modulated arc therapy (IMAT) and stereotactic RT (SRT) at CMJAH as an accredited site. Formulate and manage protocols with Gauteng DoH policies that will have a positive impact on service delivery. Manage the PMDS of consultants, medical officers and registrars. Provide measures and guidance on quality assurance at CMJAH. Provide academic leadership as a joint appointee with University of the Witwatersrand and assist in strengthening the relationship between the university and GDoH. Develop the academic career paths of all joint staff, including enhancing research output and training in medical education for all individuals.
- ENQUIRIES** : Dr Africa Tel No: (011) 488 4800/3710
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za) Only online application will be considered. Please Use the Reference as the Subject.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) 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. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of Diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Females, White females, African Males and Females are encourage to apply.
- CLOSING DATE** : 13 November 2020
- POST 25/215** : **HEAD OF UNIT (FORENSIC PSYCHIATRY) REF NO: HRM 15/2020 (X1 POST)**  
Directorate: Medical Services
- SALARY** : R1 728 807 per annum (TCE Package)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate Degree in Psychiatry (MBCHB/MBBCH), with Specialization in Psychiatry and Sub Specialisation/Certification in Forensic Psychiatry. Must be currently registered with the HPCSA appropriately. This is a joint appointment with the University of the Witwatersrand.
- DUTIES** : Manage the Forensic Psychiatry Unit, including Clinical Service delivery in terms of both Forensic Psychiatric observations as well as State patients. Maintain and develop the teaching and training programme of Medical students, Registrars in Psychiatry, Sub Specialists in the discipline of Forensic Psychiatry and all other role players with student involvement at the hospital. Be involved with research programmes in the establishment of Wits/Sterkfontein Hospital. Manage all stakeholders' involvement with the Forensic Unit including the University, SAPS, DoJ and GDoH. Involvement with the Policies and planning of the Hospital, in keeping with the Operational and Strategic Plans for GDoH. This includes liaison with all relevant entities linked with GDoH and the NDoH. Maintain service relationships with all other Hospitals on the platform, as well as beyond the Province as needed. Provide Administrative inputs to the Management structures where appropriate, with a sound service output and Financial Management. Ensure the coordination of activities necessary for quality and efficient 24 hour Patient Care and assist in Clinical Care Audits and Risk Management strategies in order to improve Patient outcomes.
- ENQUIRIES** : Prof. U. Subramaney Tel No: (011) 951-8341
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 Time: 12H00
- POST 25/216** : **SPECIALIST INTERNAL MEDICINE REF NO: REFS/006776 (X1 POST)**  
Directorate: Internal Medicine
- SALARY** : R1 106 040 per annum (all-inclusive package)
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and a sub specialist in the required field. Registration with specialty or a recognised sub-specialty and proof of current registration.
- DUTIES** : General Medicine: As a consultant, the candidate will be responsible for the clinical management of general medical patients within any of the General Medicine Units at Helen Joseph Hospital. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As a senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. The candidate must be competent at assisting and working in a COVID-19 ward. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments / Subspecialties. Performance of research within the department. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff. Candidate must have intricate involvement and planning, running and supervising undergraduate and postgraduate teaching, training and examining processes across all academic hospitals and extended teaching platform. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of the Helen Joseph Hospital. Construct rosters for the provision of 24-hour medical care. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment. Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- ENQUIRIES** : Dr Zaheer Bayat Zaheer.bayat@wits.ac.za or Dr Jeremy Nel [jeremynel1981@gmail.com](mailto:jeremynel1981@gmail.com) Tel No: (011) 489 1011
- APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.
- NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 13 November 2020

- POST 25/217** : **MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: TDHS/A/2020/70**  
Directorate: Mental Health
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 – R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. A minimum of three (3) years' experience in Public Health Sector. Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry and ability to work in a multidisciplinary team (MDT). knowledge of legislation, policies and procedures pertaining to mental health care users, computer literacy and a valid driver's license. Experience in community psychiatry will be an added advantage. Other Skills / Requirements: Sound working experience in Primary Health Care. Knowledge of the Mental Health Care Policies (National Mental Health Policy Framework, Mental Health Care Act and relevant Regulations). Creativity, good interpersonal and analytical skills.
- DUTIES** : To render comprehensive psychiatric services to patients in District Healthcare Facilities. Implement quality improvement processes to address identified problems related to patient care in consultation with other stakeholders. Support the multidisciplinary teams and the district management to ensure smooth running of psychiatry services. Implement and participate in structured, continued professional programmes to optimise the knowledge and skills in the district (medical officers, registrars, PHC nurses, MDT and students. Participate in leadership activities with District Specialised Mental Health Team. Participate in research relevant to Primary Health Care and community psychiatry. Review treatment protocols and maintain meticulous notes on mental health care users progress. Routinely consult with other professionals to ensure quality treatment plan is followed or adjusted as needed. Meeting with family members and support groups to keep them apprised and to actively involve them in treatment. The incumbent will be expected to participate in any other duties as directed by the Chief Director.
- ENQUIRIES** : Prof JV Ndimande Tel No: (012) 451 9247 and Mr J Lehau Tel No: (012) 451 9192.
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 13 November 2020
- POST 25/218** : **SPECIALIST PULMONOLOGIST REF NO: REFS/006777 (X1 POST)**  
Directorate: Clinical
- SALARY** : R1 106 040 per annum (all-inclusive package)
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and a sub specialist in the required field. Registration with specialty or a recognised sub-specialty and proof of current registration. Pulmonologist: Candidate must be able to further develop and run existing projects.
- DUTIES** : Clinical Duties: General Medicine: As a consultant, the candidate will be responsible for the clinical management of general medical patients within any of the General Medicine Units at Helen Joseph Hospital. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Sub specialty: Co-ordination of sub specialist services at Helen

Joseph Hospital for both inpatient and outpatient services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff. Candidate must have intricate involvement and planning, running and supervising undergraduate and postgraduate teaching, training and examining processes across all academic hospitals and extended teaching platform. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of the Helen Joseph Hospital. Construct rosters for the provision of 24-hour medical care. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment. Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.

**ENQUIRIES** : Dr Zaheer Bayat Zaheer.bayat@wits.ac.za or Dr Jeremy Nel jeremynel1981@gmail.com Tel No: (011) 489 1011

**APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 13 November 2020

**POST 25/219** : **MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/81 (X3 POSTS)**  
Directorate: Family Medicine

**SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)

**CENTRE** : Tshwane District Health Services (Boekenhout CHC)  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1: Less than 5 years relevant experience as Medical Specialists in a normal Specialty. Grade 2: At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, Grade 3: 10 years and more relevant experience as Medical Specialists in a normal Specialty. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of Sefako Makgatho (SMU) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical



- records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to work under pressure. Valid Drivers License
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES** : Dr. SL Phoshoko Tel No: (012) 451 9224/5
- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/220** : **MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/40 (X1 POST)**  
 Directorate: Family Medicine  
 Re-Advertisement: People who previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
- CENTRE** : Tshwane District Health Services (Refentse CHC)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1: Less than 5 years relevant experience as Medical Specialists in a normal Specialty. Grade 2: At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, Grade 3: 10 years and more relevant experience as Medical Specialists in a normal Specialty. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of Sefako Makgatho (SMU) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to work under pressure. Valid Drivers License.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision

of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

- ENQUIRIES APPLICATIONS** : Dr. SL Phoshoko Tel No: (012) 451 9224/5  
Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/221** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/006778 (X1 POST)**  
Directorate: Emergency Department
- SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum (all-inclusive package)  
Helen Joseph Hospital  
Basic Medical Degree (MBBCh or Equivalent). Evidence of Postgraduate qualification in Emergency medicine (FCEM SA) and evidence of submission of MMed or other University accredited masters research (Emergency Medicine) is required. Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (Independent Practice) or eligible for registration as such by January 2021. Level 1 point of care Ultrasound Accredited. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Emergency Medicine. Candidate should have the ability to work under pressure.
- DUTIES** : Clinical: Co-ordinate and supervise clinical care and treatment of patients in the Emergency Department. Assist in the supervision of Emergency Medicine Registrars, medical officers and Interns including but not limited to the relevant administration e.g. Tutorials ward Rounds, M+M as required. Assist with Clinical Governance, Quality Assurance and protocol development for the Emergency Department. Commuted overtime is mandatory. Academic: Participation in the academic duties of the University of the Witwatersrand Department of Emergency Medicine. Performance of research within the Wits Dept of Emergency Medicine. Supervision of research within the department and MMed students. Teaching: Training and supervision of Registrars, Medical Officers, Medical Interns and Medical students and paramedical student including tutorials, teaching ward rounds and skills development. Management: Assist with relevant managerial and administrative responsibilities within the Department of Emergency Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital.
- ENQUIRIES APPLICATIONS** : Dr PM Saffy Tel No: (011) 489 1011  
must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
- FOR ATTENTION NOTE** : Human resources department  
Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 13 November 2020

**POST 25/222** : **SPECIALIST SURGEON**  
Directorate: Clinical

**SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Grade 12 Certificate. Appropriate qualification in Health Science (MBCHB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Surgeon. Current practice with the HPCSA as a Medical Specialist (2020-2021). Experience: Grade1 – Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Three years' experience post registration as a Medical Surgeon with HPCSA will be an added advantage.

**DUTIES** : Participate in the delivery of a 24 – hour in-patient general surgery service. Undertake teaching of undergraduate of medical interns. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resource in respect of: overseeing and supervising general surgery staff in the4 execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff. Allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

**ENQUIRIES** : Dr K.F Shezi Tel. No: (011) 812 8546  
**APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 13 November 2020

**POST 25/223** : **STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA01-10-20**  
Directorate: Oral Biological Sciences

**SALARY** : R1 106 040 – R1 173 900 per annum, excluding commuted  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate PhD degree in Health. Minimum of seven years' experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and research experience. Minimum of seven (7) Publications in peer review journal.

**DUTIES** : Successful candidates will be required to render Clinical services. Supervise Undergraduate and Postgraduate research. Teaching and Training of both Undergraduate and Postgraduate. Develop/Establish and manage Dental Research unit and conduct research in the School.

**ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za

**APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/224** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: MAN/10/CMJAH/2020**  
Directorate: Internal Medicine

**SALARY CENTRE REQUIREMENTS** : R949 482 per annum (all inclusive package)  
Charlotte Maxeke Johannesburg Academic Hospital  
Basic R425 qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level. Post basic degree/diploma in nursing administration/ Health Care management registered with SANC will be an added advantage. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of the efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

**ENQUIRIES APPLICATIONS** : Ms M.M Pule Tel No: (011)488 3785  
Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use the Reference as the Subject.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) 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. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females, White Males and females, African Male are encourage to apply.

**CLOSING DATE** : 13 November 2020

- POST 25/225** : **MEDICAL OFFICER REF NO: TDHS/A/2020/76 (X8 POSTS)**  
Directorate: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package)  
Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
- CENTRE REQUIREMENTS** : Tshwane District Health District (Boekenhout CHC)  
: MBCHB or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. **Grade 1:** Less than 5 years relevant experience as a Medical Officer after registration with HPCSA. **Grade 2:** At least 5 years, but less than 10 years, relevant experience as a Medical Officer after registration with HPCSA. **Grade 3:** 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Dr. SL Phoshoko Tel No: (012) 451 9224/5  
: Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/226** : **MEDICAL OFFICER REF NO: TDHS/A/2020/91 (X5 POSTS)**  
Directorate: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package)  
Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
- CENTRE REQUIREMENTS** : Tshwane Health District- Refentse CHC  
: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

<b><u>DUTIES</u></b>	:	Deliver comprehensive services as per the service package of the health facility including; but not limited to the following: Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to health care professionals employed in the health facility. Ensure compliance with the Essential Medicine List (EML). Attend to victims and perpetrators of crime such as, inter alia, sexual offences, assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matter, including giving testimony in court. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines).
<b><u>ENQUIRIES</u></b>	:	Dr SL Phoshoko Tel No: (012) 451 9224 / 5
<b><u>APPLICATIONS</u></b>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
<b><u>NOTE</u></b>	:	Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/227</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MO/HEID/25/2020</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum (inclusive package) Grade 2: R938 964 per annum (inclusive package) Grade 3: R1 089 693 per annum (inclusive package)
<b><u>CENTRE</u></b>	:	Heidelberg Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic.
<b><u>DUTIES</u></b>	:	Interview, investigate, diagnose and oversee the treatment of patients. Supervising junior doctors (community service). Attendance of relevant clinical meetings M&M, Patient safety incident, clinal risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients. Accumulate annual CPD points.
<b><u>ENQUIRIES</u></b>	:	Dr. S. Mabaso Tel No: (016) 341 1100
<b><u>APPLICATIONS</u></b>	:	must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
<b><u>CLOSING DATE</u></b>	:	13 November 2020

- POST 25/228** : **DEPUTY DIRECTOR REF NO: DDHRM/CMJAH/2020**  
Directorate: Human Resource Department
- SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Human Resource Management / Labour Relations / LLB or post graduate diploma in Labour Law or equivalent qualification recognised by SAQA with at least 10 years relevant experience in relevant field of which 5 years must be at Assistant Director Level. Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource information. Knowledge and experience in of programme and project management. People and diversity management. Client orientation and customer focus Understanding of government legislation, and regulations pertaining to Public Service administration including PSA, LRA, BCEA, EEA.OHS and PFMA. Skills: Negotiation, organising, planning, investigative, Problem solving and analytical skills, Good communication skills both verbal and written. Accountability and ethical conduct. The following will be an added advantage: Exposure in Labour Relation (LR)/ Organisational Development (OD)/ Employee Health and wellness (EHWP).
- DUTIES** : Manage LR, EHWP and HR Unit. Provide input into Employee Relations policies. Analyse current policies and labour relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Area offices and Government Water Schemes) on key Labour Relations policy issues and new developments. Advice Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution. Manage incapacity Leave and staff establishment.
- ENQUIRIES** : Mrs. K. Maruma Tel No: (011) 488 3762  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr.Cmjah@gauteng.gov.za](mailto:Supporthr.Cmjah@gauteng.gov.za) Only online application will be considered.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) 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. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females, White Males and females, African Males are encourage to apply.
- CLOSING DATE** : 13 November 2020
- POST 25/229** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DGMAH/10/2020/10**  
Directorate: HRM
- SALARY** : R733 257 per annum  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : An appropriate three-year (NQF level 6) relevant qualification. Minimum of 10 years relevant working experience of which 3 years should be in a management level in the HR environment. Knowledge of Public Service Act and Regulations. Knowledge of PERSAL and must be computer literate, (certificate/s should be attached). Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management systems and HR intelligent apps in the public sector. Basic financial and budget

		management. Change and diversity management skills (written and verbal) and ability to work under constant pressure and display innovative thinking. Strategic planning, leadership and business partnering skills. Knowledge of lean management will be an added advantage. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage conditions of services. Manage Human Resource Information Systems, recruitment and selection. Manage training and Performance Management and Development System (PMDS). Manage and implement EHWP strategic programmes. Diversity management. Implementation of Policy on reasonable accommodation and assistive devices (PRAAD) and Policy and procedure on incapacity leave an ill health retirement (PILIR). Implement employee value proposition (EVP). Implement e-HR services and automation. Oversee effective and efficient management of allocated financial, physical, and human resources in the Sub-Directorate. Develop departmental standard operating procedures and ensure the implementation and adherence by personnel thereof. Lead and empower the HR team. Database Management and statistical analysis. Perform other duties as allocated by management and will rotate within other spheres of HR when necessary.
<b><u>ENQUIRIES</u></b>	:	Ms O Masangane Tel No: (012) 529 3202
<b><u>APPLICATIONS</u></b>	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/230</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM 16/2020 (X1 POST)</u></b> Directorate: Clinical Psychology
<b><u>SALARY</u></b>	:	R713 361 per annum (TCE Package)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate MA Degree in Clinical Psychology. Registration as a Clinical Psychologist with the HPCSA. Post-Qualification experience in Forensic Psychology.
<b><u>DUTIES</u></b>	:	Conduct Psycho-legal Assessments and write reports in a Forensic setting. Provide individual, group and family Psychotherapy in the Forensic Unit. Conduct Neuro assessments and training. Function as a member of the Multi-disciplinary team. Coordinate and manage Psychological service provision. Supervision of Intern Psychologists and Community Service Psychologists. Research and lecturing responsibilities.
<b><u>ENQUIRIES</u></b>	:	Dr. D.C.J. Hoffman Tel No: (011) 951-8342
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<b><u>CLOSING DATE</u></b>	:	13 November 2020 at 12H00
<b><u>POST 25/231</u></b>	:	<b><u>PHARMACIST (X5 POSTS)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade1: R693 372 -R735 918 per annum Grade 2: R751 026 –R797 109 per annum Grade3: R821 205 –R817 590 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South AFRICAN Pharmacy Council (SAPC) that allows registration as a pharmacist and proof of current registration. Experience, <b>Grade1:</b> Completed the mandatory community service. <b>Grade 2:</b> A minimum of five years relevant experience after registration as pharmacist with the SAPC. <b>Grade 3:</b> A minimum of thirteen years relevant experience after registration as pharmacist with SAPC. In-depth knowledge of the National Drug Policy, all pharmacy legislations, the public Finance Management Act ,Labour Relations Act, Basic Conditions of Employment Act and other legislations applicable to the public sector. Good written and communication skills. High level of reliability. High level of personal



- integrity, passion and dedication to the profession. An individual who can work under pressure. Engage in overtime and after hour's calls. A valid South African ID/ and valid passport. A valid South African Driver's license.
- DUTIES** : Manage quality provision of pharmaceutical care in the hospital. Evaluation, preparation and dispensing of medicine or scheduled substances. Provision of medicine related information advice to other healthcare professionals. Supervision of pharmacy support personnel and monitoring work procedures to ensure the outstanding operation of the pharmacy department. Ensure the availability of pharmaceutical items in the hospital through effective stock procurement processes. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilisation of medication and through appropriate stock management. Participate in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training. Take part in antimicrobial stewardship program and address Pharma- covigilance in the hospital. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards, especially those that are applicable in the pharmacy store.
- ENQUIRIES APPLICATIONS** : Ms P Makamu Tel No: (011) 812 8374  
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 13 November 2020
- POST 25/232** : **PHARMACIST REF NO: TDHS/A/2020/83 (X1 POST)**  
Directorate: Pharmacy
- SALARY** : Grade 1: R693 372 – R735 918 per annum (all-inclusive remunerative package)  
Grade 2: R736 425 per annum  
Grade 3: R781 611 per annum
- CENTRE REQUIREMENTS** : Tshwane District Health Services (Boekenhout CHC)  
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
- DUTIES** : Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms. Michelle Haines Tel No: (012) 356 9200  
: Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020

- POST 25/233** : **ASSISTANT MANAGER NURSING SPECIALTY – (ICU OR THEATRE TECHNIQUE) REF NO: JUB24/2020**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 – R 692 166 per annum (Plus Benefits)  
: Jubilee District Hospital  
: Diploma/degree in nursing that allows for registration with SANC as a Professional Nurse. A post basic qualification in ICU or Theatre technique. Diploma/degree in nursing administration will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining a post basic qualification in ICU or Theatre technique. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. A certified copy of the current SANC receipt. Good communication; report writing; co-ordination; facilitation; liaison; leadership & analytical skills. Problem solving; negotiation; change management; planning and organizing skills. Ability to network and manage information. Ability to work under pressure.
- DUTIES** : Coordination of optimal, holistic, specialized nursing care provided within set standards and a professional framework. Manage effectively the utilization and supervision of resources i.e. Human and Financial. Coordination of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441  
: Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. 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.
- CLOSING DATE** : 20 November 2020
- POST 25/234** : **ASSISTANT MANAGER SPECIALTY TRAUMA, EMERGENCY AND OPD (X1 POST)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 - R692 166 per annum  
: Far East Rand Hospital  
: A minimum of ten (10) years appropriate /recognizable nursing experience after registration as a professional nurse with SANC. At least 6 years of the 10 years referred above should be relevant experience after obtaining the post basic qualification. At least 3 years of the ten years' experience in nursing should include experience in nursing management. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and valid passport. Basic computer literacy. Have valid driver's license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure.
- DUTIES** : The incumbent will work under the direct supervision of the Deputy Manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adhere to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communication with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho-Pele principles. Ensure the implementation of all quality and other mandatory priorities. Will be part of hospital management team. Check availability of beds

- and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.
- ENQUIRIES** : Ms K Tinghisi Tel No: (011) 812 8313
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 13 November 2020
- POST 25/235** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/39 (X1 POST)**  
Directorate: Nursing  
Re-Advertisement: People who previously applied are encouraged to re-apply.
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane health district – Refentse CHC
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care/Nursing Assessment, Diagnosis and Treatment)with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/236** : **OPERATIONAL MANAGER (MOU) REF NO: TDHS/A/2020/38 (X1 POST)**  
Re-Advertisement: People who previously applied are encouraged to re-apply.  
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane health district – Refentse CHC

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Advance midwifery and Neonatal Nursing Science) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.
- DUTIES** : Management of the facility by providing comprehensive Mother and child health care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Mr. SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/237** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/95 (X1 POST)**  
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane District Health Services (Jack Hindon Clinic)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a Diploma in Clinical Health, Assessment, Treatment and Care (PHC), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy. A valid driver's license is essential. Demonstrate knowledge of legislations relevant to health care services. Other Skills/Requirements: Computer Literacy with an understanding of Ms Word, Exel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Valid Code 8 Drivers License.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Ms ST Dibakwane Tel No: (012) 451 9000 or 082 452 3882, Ms M Leroke Tel No: (082) 826 7881

- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/238** : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: EHD2020/11/03 (X1 POST)**  
Directorate: Rehabilitation
- SALARY** : R517 326 per annum
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : A recognised National Diploma or Bachelor's Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Manage the Radiography services in the Health Districts and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.
- ENQUIRIES** : Dr. EM Tipoy Tel No: (011) 876 1802

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 13 November 2020
- POST 25/239** : **ASSISTANT DIRECTOR: THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS (X1 POST)**  
Directorate: Allied
- SALARY** : Grade 1: R517 326 – R574 158 per annum  
Grade 2: R591 510 - R656 469 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12. A bachelor degree of equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Physiotherapy, Occupational Therapy, Dietetics, Podiatry and Social Work. Computer literacy (Power point and excel). Three (3) years as independent practitioner, five (5) years as a supervisor will be added advantage. Good communication, report writing skills and problem solving skills. Valid registration with HPCSA/ SACSSP. Relevant experience in management of Health Care services. Knowledge in the relevant policies, protocols and guidelines. Must be proactive, innovative and dependent leader. Be able to work within multidisciplinary team.
- DUTIES** : Provide leadership to Allied Health Services. Give inputs and ensure adherence to provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual reports, statistics and other administrative duties to Clinical Manager. Establish good working relationship with internal and external stakeholders. Coordinate and ensure healthy promotion in order to prevent negative impacts of diseases in the community. Collaborate with external stakeholders to achieve strategic goals of the Department of Health. Implement quality assurance policies and develop appropriate quality improvement plan for Allied Health Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.
- ENQUIRIES** : Dr Shezi Tel No: (011) 812 8546
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020

**POST 25/240** : **OPERATIONAL MANAGER-GENERAL GRADE 1 (NIGHT SUPERVISOR)**  
**REF NO: JUB22/2020**  
Directorate: Nursing  
Re-Advert

**SALARY** : R444 276 per annum (Plus Benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic R425 Qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC). Qualification in basic Midwifery and Psychiatry will serve as an added advantage. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC. (Less one year from experience for candidates appointed from outside public service after complying with registration requirements.) Knowledge of Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Good communication and sound interpersonal skills. Problem solving, conflict management and decision making skills. Ability to apply Batho Pele Principle in Nursing Care. Ability to collect, provide and use relevant information/statistics for the enhancement of service delivery. Basic computer literacy. Certified copy of the current SANC receipt.

**DUTIES** : Supervise and ensure the provision of effective and efficient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain constructive working relationship with Nursing and other stakeholders. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the formulation and implementation of nursing guidelines, practices, standards and procedures'. Manage proper utilization of human, financial and physical resources.

**ENQUIRIES** : Ms Khuvhutlu Tel No: (012) 717 9441  
**APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. 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.

**CLOSING DATE** : 20 November 2020

**POST 25/241** : **CLINICAL PROGRAMME COORDINATOR: CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2020/66**  
Directorate: Health & Outreach Programmes

**SALARY** : Grade 1: R444 276 – R500 031 per annum  
Grade 2: R515 040 – R579 696 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management an advantage. Other Skills / Requirements: 5 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License.

**DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI, PMTCT & Disease Surveillance. Monitoring of relevant Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response indicators and address poor performance. Data Analysis & verification of Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response data. Advice facilities on necessary skill mix. Conduct Outbreak Response for

		Tshwane District. Conduct support visit to PHC facilities & Hospitals. Compilation of Programme reports.
<b><u>ENQUIRIES</u></b>	:	Mrs Lekwetji Komane Tel No: (012) 4519213
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/242</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL, NIGHT SUPERVISION (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	A minimum of seven (7) years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and valid passport. Basic computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent will work under the direct supervision of the assistant manager. The supervision of quality nursing care at night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communicating with all managers regarding issues of health care provided by various groups at night. Ensure adherence to work ethics. Ensure adherence to Batho- Pele principles. Ensure the implementation of all quality and other mandatory priorities. The ability to work under pressure. Check availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.
<b><u>ENQUIRIES</u></b>	:	Ms K Tinghiti Tel No: (011) 812 8313
<b><u>APPLICATIONS</u></b>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/243</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 SPECIALITY (TRAUMA) REF NO: TDHS/A/2020/41(X1 POST)</u></b> Re-Advertisement: People who previously applied are encouraged to re-apply. Directorate: Nursing
<b><u>SALARY</u></b>	:	R383 226- R444 276 (Per annum plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Health District- Refentse CHC
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.
<b><u>DUTIES</u></b>	:	Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe



therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies

**ENQUIRIES** : Mr. SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)

**APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002

**NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy

**CLOSING DATE** : 13 November 2020

**POST 25/244** : **PROFESSIONAL NURSE: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2020/94 (X6 POSTS)**  
Re-Advertisement: People who previously applied are encouraged to re-apply.  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : Grade 1 R383 226 - R444 276 (plus benefits)  
: Tshwane health district – Refentse CHC  
: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

**DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. Maintain own professional growth and ethical standards. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Batho-Pele Principles. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in training, research, supervision and management of student and junior nurses.

**ENQUIRIES** : Mr SR Makua Tel No: (079) 872 6077 (Monday to Friday; during working hours only)

**APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002

**NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy

**CLOSING DATE** : 13 November 2020

**POST 25/245** : **PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/42 (X9 POSTS)**  
Re-Advertisement: People who previously applied are encouraged to re-apply.  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : Grade 1 R383 226 - R444 276 per annum (plus benefits)  
: Tshwane District Health Services – Refentse CHC  
: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/Requirements: A minimum of 4 years

- DUTIES** : appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night). Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.
- ENQUIRIES** : Ms R Makau Tel No: (060) 995 9838 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/246** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/79 (X3 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R383 226 – R444 276 per annum. plus benefits  
Tshwane District Health Services (Boekenhout CHC)  
Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night)
- DUTIES** : Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.

**ENQUIRIES** : Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077

**APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 13 November 2020

**POST 25/247** : **PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA) REF NO: TDHS/A/2020/80 (X2 POSTS)**  
Directorate: Nursing

**SALARY** : R383 226- 444 276 per annum plus benefits

**CENTRE** : Tshwane District Health Services (Boekenhout CHC)

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.

**DUTIES** : Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patient's supervisor's other health professionals and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies.

**ENQUIRIES** : Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077

**APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 13 November 2020

**POST 25/248** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2020/84 (X6 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383 226 – R444 276 per annum (plus benefits)  
Grade 2: R471 333 - R579 696 per annum (plus benefits)

**CENTRE** : Tshwane District Health Services (Boekenhout CHC)

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). **Grade 1:** less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. At least 1 year of the appropriate /recognizable experience after

<b><u>DUTIES</u></b>	:	obtaining the 1 year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care). The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints/compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.
<b><u>ENQUIRIES</u></b>	:	Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/249</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY THEATER (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R383 226 - R444 276 per annum Far East Rand Hospital Basic qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. At least 5 years of the period referred to must be appropriate/ recognizable experience after obtaining the post basic qualification in relevant specialty. Valid South African ID/ and valid passport. Computer literacy. Knowledge of all legislation relevant to health care service.
<b><u>DUTIES</u></b>	:	The incumbent will work under direct supervision of the operational manager in his/ her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area. Promotion of professionalism and leading by example by all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader to the nursing team and relieving of the operational manger. Ensuring that all quality assurance standards and other health mandates are implemented during his/ her shift.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Tinghisi Tel No: (011) 812 8313 Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and

practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

- CLOSING DATE** : 13 November 2020
- POST 25/250** : **PROFESSIONAL NURSE THREATRE SPECIALTY REF NO: HRM/2020/10/001 (X3 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R383 226 - R444 276 per annum (OSD Grading)  
: Mamelodi Regional Hospital  
: BasicR425 qualification, diploma/degree in nursing equivalent qualification that allows registration with a duration of at least one year accredited with SANC in Theatre Speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing.
- DUTIES** : Perform both clinical and administration duties as required as per SANC requested Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environmental that allows for the practice of safe nursing care provide as laid effective communication with patients, supervisors, other health professional and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance program, policies, operational plan, standard operating producers and guidelines for the unit. Improve quality care through reduction of patient's complaint and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulation bodies.
- ENQUIRIES APPLICATIONS** : Ms SC Masilela Tel No: (012) 842 0902  
: should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi
- NOTE** : 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 Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be more than 3 months old). Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 13 November 2020
- POST 25/251** : **MIDDLE MANAGER: FINANCE REF NO: FIN/HEID/24/2020 (X1 POST)**  
Directorate: Admin
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum plus benefits  
: Heidelberg Hospital  
: Grade 12 with an appropriate three | (3) years Diploma/ Degree in Financial management or Accounting financial fields. 5 years' experience in Financial Management at least 3 years' experience must be in a hospital environment which will be an added advantage. Any other relevant qualification in Finance Management. Good Leadership skills. Computer literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS,MEDSAS, SCM).
- DUTIES** : Extensive skills in Budget and Financial Management. Computer utilization-particularly in Spreadsheet Developments. The candidate will be required to ensure Sound Financial Management System, Financial planning in line with MTEF, Effective financial control and monitoring of current Budget and Expenditure. Establish System that will link with Supply Chain Management. Understand Supply Chain and Financial Delegations. Be able to apply the delegations. Policies and Procedures and put system for internal control in place. To respond to Audit queries and draw Action Plans. Candidate must be able to interpret Financial Statements. Draft financial forecasts and plan, Draft Budgets according to Operational Plans of the hospital. To understand how to analyse post performance, recognize opportunities and plan for the future. Ensure that recons are done and submitted monthly. Candidates will be subjected to practical's on excel.

**ENQUIRIES APPLICATIONS** : Ms. L. Khumalo Tel No: (016) 341 1100  
 : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

**CLOSING DATE** : 13 November 2020

**POST 25/252** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TDHS/A/2020/65**  
 Directorate: Human Resporuce Management

**SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09)  
 : Tshwane District Health Services  
 : Senior Certificate (Grade 12 or equivalent qualification). A National Diploma / Degree in Human Resource Management or Public Management and Administration, with a minimum of (5) years experience in Human Resource Management on a supervisory level. A valid drivers licence.Computer literacy (MS Word, MS Excel and Powerpoint). Knowledge of and experience in Persal System. Knowledge of the Public Service Act, Finance Management Act and Other legislative prescripts that govern Human Resource Management. Knowledge of Human Resource administration processess. Ability to communicate well with people at different levels and from different backgrounds. Must be a customer- focused individual with excellent planning, organizing (verbal and written) communication skills, and good interpersonal and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills and good supervisory and planning skills.

**DUTIES** : Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions, transfers, housing allowances, leave management, pilir, terminations of service and PMDS, (Performance Management and Development System). Manage and administer all conditions of service practices by providing guidance to subordinates to ensure compliance with Human Resource Legislative Framework and Prescripts. Manage and implement of grade and pay progression for professional and administrative cadres under both the occupation specific dispensation (OSD) and Non – OSD categories. Attend to audit queries and implementation of the recommendations thereof. Provide training and support in the Unit. Do other reasonable adhoc exercises and task as and when required to enhance service delivery in the District. Adhere to timelines on projects and provide stats and monthly reports on deliverables. Co-ordinate and provide training to subordinates and other employees of the District, as well as induction training to new employees of the District on Benefits and Service Conditions. Be willing to undergo continuous training and development. Attend meetings and training programmes as approved and delegated by the Manager Human Resource Management.

**ENQUIRIES APPLICATIONS** : Mr TJ Mokhopa Tel No: (012) 451 9107 / 9265  
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please conconsider your application unsuccessful.

**CLOSING DATE** : 13 November 2020

**POST 25/253** : **ASSISTANT DIRECTOR (FACILITY MANAGEMENT UNIT) REF NO: ODI/19/10/2020/01**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (plus benefits)  
 : Odi District Hospital  
 : Grade12 Certificate with an appropriate National Diploma or Degree in Electrical/Mechanical/Building with more than 5 years' experience of which 2 years should be supervisory level. Knowledge of PFMA, OHS Act, Project management, inspection, presentation, and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial

management skills Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and Power Point). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, team building, problem solving, conflict resolution) and ability to work under pressure. A valid driver license.

**DUTIES** : Ensure overall management of Facility Management Unit, Accommodation, Garden services, and liaising with DID-Artisans Supervisors (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resource in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly, and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and develop of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that needs attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and day to day maintenance budgeted by monitoring and reporting expenditure. Ensure the implementation of FMU practices, guidelines, and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and planning. Attend to Human Resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff.

**ENQUIRIES APPLICATIONS** : Mr. A Musie Tel No: (012) 725 2308  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more that than six months old.

**CLOSING DATE** : 20 November 2020

**POST 25/254** : **OCCUPATIONAL THERAPIST (X2 POSTS)**  
Directorate: Allied

**SALARY** : Grade 1: R317 976 –R361 872 per annum  
Grade 2: R372 810 –R426 291 per annum  
Grade 3: R439 164 –R532 959 per annum

**CENTRE REQUIREMENTS** : Far East Rand Hospital  
: Degree in Occupational Therapy. Experience - post community service and upwards. Registration with HPCSA as an independent practitioner Occupational Therapist and annual proof of payment. Grade 12 with computer literacy. Communication Skills. Good interpersonal skills. The candidate should be a dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in- service training.

**DUTIES** : Assessment and treatment within allocated areas of work. Accurate compilation of monthly statistics and other administrative duties. Provide mentorship and guidance to community service therapists and students. Make appropriate referrals when necessary. Adhere to record keeping standards and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions. Identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e. g Batho Pele principles, patient Rights etc. Stock control which includes ordering, receiving, storing, issuing and maintenance of stock as per Supply Chain Procedures and Standard Operating Procedures.

**ENQUIRIES** : Ms. Jagannath Tel No: (011) 812 8406

- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 13 November 2020
- POST 25/255** : **DENTAL TECHNICIAN GRADE 1/2/3 REF NO: DENTECH03-10-20**  
Directorate: Laboratory (Dental)
- SALARY** : R317 976 – R439 164.per annum plus benefits  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.
- DUTIES** : Production of fixed and removable appliances as well as Orthodontics appliances. Production of implants support prosthesis. Working with under and postgraduates' students. The incumbent will be responsible for production, teaching and training of Dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.
- ENQUIRIES** : Ms K Zwane Tel No: (011) 488 4914  
**APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown .No faxed /E-mailed applications will be accepted.
- FOR ATTENTION** : Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za
- NOTE** : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of SATDC. Applications without proof of the necessary documents will be disqualified.
- CLOSING DATE** : 13 November 2020
- POST 25/256** : **DIAGNOSTIC RADIOGRAPHER REF NO: EHD2020/11/03 (X87 POSTS)**  
Directorate: Rehabilitation
- SALARY** : R317 976 - R361 872 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.
- DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal



Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

**ENQUIRIES** : Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 13 November 2020

**POST 25/257** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/43 (X5 POSTS)**  
Directorate: Rehabilitation Services

**SALARY** : Grade 1: R317 976 – R361 872 per annum (plus benefits)  
**CENTRE** : Tshwane Health District (Sub-District 2 & 3)  
**REQUIREMENTS** : Grade 12 with National Diploma or Bachelor or B Tech in Diagnostic Radiography. Registration with HPCSA as Independent Diagnostic Radiographer. Proof of original and current HPCSA registration. At least four years relevant experience. Other Skills: Computer Literacy. Driver's license is essential. Good Interpersonal and communication skills.

**DUTIES** : To provide 24 hours fixed and/or Mobile Radiography services within Sub-District 2 & 3 Facilities. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor. Knowledge on implementation of quality Assurance and improvement plans. A working knowledge of departmental equipment and fault reporting. Compliance with National Patients' Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Participate in continuous professional development as required by HPCSA.

**ENQUIRIES** : Mr SR Makua Tel No: (012) 451 9121 or Tel No: (079) 872 6077  
**APPLICATIONS** : Documents must be submitted to Tshwane District Health Services, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001

**NOTE** : Applications must be completed fully on a signed Z83 form. Accompanied by a CV and Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE** : 13 November 2020

**POST 25/258** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/78 (X5 POSTS)**  
Directorate: Rehabilitation Services

**SALARY** : Grade 1: R317 976 – R361 872 per annum. plus benefits  
**CENTRE** : Tshwane District Health Services (Boekenhout CHC)  
**REQUIREMENTS** : Grade 12 plus National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT scanner will be

- an advantage. Good communication, organizational and conflict resolution skills. Other Skills/Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Ability to Work under Pressure. Driver's License.
- DUTIES** : Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure, that regulations pertaining to radiation; protection and Safety are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24-hour duty roster; that is work shifts: night duty; weekends; Public Holidays.
- ENQUIRIES** : Ms. M Leroke Tel No: (012) 451 9121 or Tel No: (079) 872 6077
- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/259** : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING PN-A3) REF NO: HRM 17/2020 (X1 POST)**  
Directorate: Nursing Services
- SALARY** : R315 963 per annum (Plus benefits)
- CENTRE** : Sterkfontein Psychiatric Hospital
- REQUIREMENTS** : R425 Diploma/Degree or equivalent qualification that allows Registration with the SANC as a Professional Nurse. Must have Basic Psychiatric Qualification and Certificate in NIMART (Nurse Initiation and Management of Anti- Retroviral Therapy). Proof of current Registration with SANC. A minimum of 10 years appropriate/recognisable experience in General Nursing after Registration as a Professional Nurse. At least 2 years of the above period must be in the Management of HIV/AIDS & TB Programs. Must be computer literate and have a valid driver's licence.
- DUTIES** : Adherence to scope of practise of a Professional Nurse. Plan, organise, lead, coordinate and Manage HIV, AIDS and TB activities in line with the Policies and Protocols. Knowledge of Public Sector Legislative Framework, National Strategic Plan of HIV & TB. Perform outreach activities to the community. Demonstrate an understanding of the National Nursing Strategy, Mental Health Care Act, Ideal Hospital Framework, Batho-Pele Principles and Patient's Rights Charter. Implement various Nursing Services functions including Nursing Operational Plan for the HCT Clinic. Performance of Pap smear, maintaining effective infection control, provide direction, planning, support, leadership and presentation.
- ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : Applications must be hand-delivered at Sterkfontein Hospital, HR Department (Admin Block), Sterkfontein Road, Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified Copies of I.D, qualifications, certificate registration of SANC, and proof of current registration (Receipt) to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 Time: 12H00
- POST 25/260** : **PROFESSIONAL NURSE REF NO: TDHS/A/2020/82 (X10 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R257 905.per annum  
Grade 2: R315 963.per annum  
Grade 3: R383 226.per annum (OSD)
- CENTRE** : Tshwane District Health Services (Boekenhout CHC)

- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.
- ENQUIRIES** : Ms ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077
- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/261** : **ADMINISTRATION OFFICER: CLEANING/LAUNDRY SUPERVISOR) REF NO: HRM 14/2020**  
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
Sterkfontein Hospital
- DUTIES** : Grade 12 plus 3 years' experience in Cleaning and Laundry Supervision and a three year Tertiary qualification in Administration. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and Infection Control.
- Supervision of Cleaning and Laundry Departments. Ensure cleaning schedule and checklist are available and implemented. Ensure compliance to National Core Standard. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in coordination with all other stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that cleaning and laundry personnel are performing the required duties. Appropriate cleaning and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, materials and equipment of both Cleaning and Laundry Departments. Be actively involved in budgetary control and saving measures. Take responsibility of Waste Management in collaboration with the Infection Control Officer. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor or Manager.
- ENQUIRIES APPLICATIONS** : Mr. E. Mangwane Tel No: (011) 951-8392/98
- Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 13 November 2020 Time: 12H00

**POST 25/262** : **ADMIN OFFICER: FMU REF NO: HRM 19/2020 (X1 POST)**  
Directorate: Administration

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
: Sterkfontein Hospital  
: Grade 12 with a minimum of 5 years' experience in a Facility Department or Degree/Diploma in Facility/Building/Project Management with a minimum of 3 years' experience in Facility Management. Driver's Licence. Knowledge of PFMA, OHSA, GIAMA, and Government Policies which include SCM processes and any other prescripts. Knowledge of e-Maintenance System, Building Maintenance and Regulations. Computer skills, planning and organising skills, problem solving and coordinating skills. Supervision skills, Communication skills (written and verbal) and the ability to work under pressure.

**DUTIES** : Implement Policy guidelines, norms and Standards according to regulatory frameworks. Conduct Building Inspections. Ensure maintenance of statutory services. Manage onsite contractors and liaison with all stakeholders. Ensure equipment are fully functional i.e. Main Kitchen equipment, air conditioning, fire equipment and etc. Verify calls logged on E-maintenance System. Scrutinize/verify specifications from DID and report any findings to FMU Manager. Implement maintenance Policy. Order day to day maintenance material. Draft specifications for small works in accordance to client's request. Supervise staff and handle administration functions within the Unit inclusive of Grounds Division. Attend meetings, compile reports, motivations and submissions. Compile action plans for all FMU related findings.

**ENQUIRIES APPLICATIONS** : Mr. K. Modisane Tel No: (011) 951-8252  
: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 13 November 2020 Time: 12H00

**POST 25/263** : **RISK MANAGEMENT OFFICER REF NO: HRM 18/2020 (X1 POST)**  
Directorate: Administration

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
: Sterkfontein Hospital  
: A relevant 3 years Tertiary Qualification: e.g. National Diploma or a BA Degree in Risk Management / Internal Audit / Financial Management. A Minimum of 3 years' experience in the Public Sector. Computer literacy. Skills and competency in communication (verbal and written) and interpersonal skills. Knowledge of Audit Environment, PFMA and Treasury Regulation, Corporate Governance, King III, minimum Information Security Standards (MISS) and other relevant regulations within the Public Sector is essential. Knowledge of Internal and external Audit practises. Ability to work under pressure and meet deadlines. Planning and organizational skills. Ability to liaise with staff at all levels within the organization and service delivery orientated. Driver's Licence.

**DUTIES** : Develop Risk Registers and monitor regular updating thereof. Facilitate the functions of Risk Management across functional business units. Conduct Risk Assessments to identify, describe and analyse with enterprise within the Hospital. Coordinate and facilitate the development of a Risk profile and Risk Management plans, monitor the implementation thereof and produce monthly reports. Develop process to facilitate the implementation of an Institutional wide Risk Management Policy and Strategy. Annually draft Risk Management Plans, Fraud Prevention Plans for approval by the Executive. Implement Risk Management, Fraud Prevention Plans for approval by the Executive. Implement Risk Management, Fraud and Corruption awareness Programmes throughout the Institution. Ensure establishment of an effective Institutional Risk Management Committee. Produce Risk Reports of high quality and present regularly to the Hospital EXCO. Conduct investigations and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES** : Mr. B.H. Shuping Tel No: (011) 951-8349

- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 Time: 12H00
- POST 25/264** : **LOGISTIC OFFICER SUPPLY CHAIN MANAGEMENT REF NO: JUB25/2020**  
Directorate: Supply Chain
- SALARY** : R257 508 – R303 339 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : NQF Level 6/National diploma in SCM/Public admin or 3 – 5 years' experience in (SCM) demand, acquisition, stores and contract management. Knowledge and understanding of procurement policies PPPFA, BBBEE and treasury regulations. Highly motivate person working with SRM and SAP. Communication skills, computer literacy, verbal and writing skill. License will be added as an advantage.
- DUTIES** : The incumbent must ensure that demand plans are compiled and submitted on time to the central office. Ensure that quotes are sourced from the register vendors in the CSD system. Compile document for vetting purposes and compile the spreadsheet of all income and outgoing documents. Ensure to create the requisition in the system and ensure that follow-up for the creation of PO is done with HPC. Participate in the bi-annual stock take. Comply with the rotation if requested to do so.
- ENQUIRIES** : Mr Masuluke G Tel No: (012) 717 9487
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. 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.
- CLOSING DATE** : 20 November 2020
- POST 25/265** : **ADMIN OFFICER SL7- PATIENT ADMINISTRATION REF NO: AO02-10-20**  
Directorate: Patient Administration
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Degree/Diploma in Public Administration/Management plus 5 years' experience in patient administration, or Grade 12 with 10 years' experience in Patient Administration. Min of 5 years or more experience in managing the patient administration records, registration of patients on PAAB, patient booking system, patient classification and billing. Experience in Patients record management will serve as an added advantage. The candidate should have extensive knowledge in aspects of all Patient Administration mandates that govern Patient Administration; UPFS, PFMA, PAIA, PAJA, Treasury Regulation, patient classification policy and procedure manual and other related prescripts. Must be Computer literate, have good verbal, writing communication skills and report writing and interpersonal skills. Ability to work under pressure in a multi-disciplinary environment be willing to work overtime.
- DUTIES** : Supervision of patient administration staff and manage PMDS of the section. Ensure accurate registration and classification of patients on PAAB system. Monthly compilation of statutory reports. Daily checking and reconciling of TPH31 register with file track and trace register. Monitor files issued out to staff, students and clinicians. Management and monitor movement of patient's files sent to billing section. Daily booking of specialized services for clinicians.

		Manage booking sheets and staff allocation. Perform other additional duties delegated by manager.
<b><u>ENQUIRIES</u></b>	:	Mr B Ramoleta Tel No: (011) 481 2097
<b><u>APPLICATIONS</u></b>	:	Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> . No faxed /E-mailed applications will be accepted.
<b><u>FOR ATTENTION</u></b>	:	Mr. P.F Monama Tel No: (011) 481- 2099 <a href="mailto:Pulankana.Monama@gauteng.gov.za">Pulankana.Monama@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants to attach certified copies of all the necessary documents (qualifications/certificates) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/266</u></b>	:	<b><u>CASE MANAGER REF NO: CASMAN/HEID/015/2020</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 per annum plus benefits Grade 2: R315 963 per annum plus benefits Grade 3: R383 226 per annum plus benefits
<b><u>CENTRE</u></b>	:	Heidelberg Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> No experience. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma / degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma / degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A health related diploma or degree registerable with the Professional body (SANC/HPCSA). 2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health Care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and Procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good Knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.
<b><u>DUTIES</u></b>	:	Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient's consultations, of all private and externally funded patients within 36 hours of admission/accessing Medical care within the facility. Ensure accurate ICD 10 coding and prescribed minimum benefits (PMB) applications to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before submitted for payments. Submit monthly statistics report on Hospital ICD 10 coding. Manage insurance and accidents claims. Assist with discharge planning or the management of patient care in the units. Assist in reducing re-admissions and weighing the necessity of medical treatment. Monitor and analyse budget variances and be able to develop strategies to address variances. Ability to act as liaison between the patient, their families and the health care personnel to ensure that the necessary care is provided effectively. Ensure safekeeping of patient records. Be able to gather data, prepare and compile reports to ensure appropriate services and client's activities tracking system in relation to care plan.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Adoons Tel No: (016) 341 1100
<b><u>APPLICATIONS</u></b>	:	must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

- CLOSING DATE** : 13 November 2020
- POST 25/267** : **PROFESSIONAL NURSE REF NO: TDHS/A/2020/93 (X16 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1 R256 905 – R362 865 per annum  
Grade 2 R315 963 – 362 865 per annum (Plus Benefits)
- CENTRE** : Tshwane Health District – Refentse CHC
- REQUIREMENTS** : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse, with proof of current registration. Other Skills: Experience of working in a primary health care setting will be an advantage. Candidate must be willing to work shifts (Day and night) including holidays.
- DUTIES** : Overall provision of quality and patient-centered care as follows: Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing care across the sphere of Primary Health Care as determined by the health facility. Display a concern for patients promoting, advocating proper treatment and care including awareness and willingness to respond to patient's needs. Maintain own professional growth and ethical standards. Ensure and oversee the effective and efficient utilisation of resources. Ensure the implementation of the regulated regulated norms and standards, and Batho Pele principles and Ideal Health Facility Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- ENQUIRIES** : Mr SR Makua Tel No: (079) 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lillian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy.
- CLOSING DATE** : 13 November 2020
- POST 25/268** : **PROFESSIONAL NURSES GRADE1 REF NO: ODI/21/10/2020/02 (X3 POSTS)**
- SALARY** : R256 905 per annum (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a professional nurse, proof of current registration with SANC as Professional Nurse. No experience needed, and Diploma in Midwifery will be and added as an advantage. Knowledge of relevant legal frame works and infection prevention and control measures, knowledge of nursing care processes and procedures , good ethical practice and caring attitude. Knowledge and practice of nursing values.
- DUTIES** : Ensure provision of effective and efficient patient care through adequate nursing care to demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organise own work and that of support personnel to ensure proper nursing care. The officer should display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho Pele Principles)
- ENQUIRIES** : Mrs. EP Ntsie Tel. No: (012) 725 2304/2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 20 November 2020

- POST 25/269** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: PHARM/HEID/23/2020 (X2 POSTS)**  
Directorate: Clinical
- SALARY** : Grade 1: R208 383 per annum (plus benefits)  
Grade 2: R241 839 per annum  
Grade 3: R262 068 per annum
- CENTRE REQUIREMENTS** : Heidelberg Hospital  
Qualification: **Grade 1:** Registration with the SAPC as Pharmacist Assistant (Post basic) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) With The SAPC Plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). Knowledge of Batho Pele Principles, Knowledge of Six Health Priorities, Good communication skills (verbal and written), Good interpersonal skills, Administrative skills e.g. filing and record-keeping, Calculation skills, Computer skills, Good interpersonal skills, Time management skills. Knowledge of the relevant sections of the Pharmacy and Medicine Legislations.
- DUTIES** : Provide a quality cost effective pharmaceutical service; Reading and preparation of prescriptions; Accurate and appropriate labelling of medicines; Dispensing of medicines under direct supervision of a Pharmacist; Stock control; Participate in the continuous professional development; Adherence to Good Pharmacy Practice; Adherence to the Code of Conduct of Pharmaceutical Professionals; Adherence to the Code of Conduct of Public Servants; Provision of information to individuals in order to promote public health practices; Team player and be able to meet set deadlines. Recording, filing and reporting on work performances; Ensuring compliance and adherence to proper waste management and infection control principles.
- ENQUIRIES APPLICATIONS** : Mr. B. Mtetwa Tel No: (016) 341 1100  
must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- CLOSING DATE** : 13 November 2020
- POST 25/270** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: TDHS/A/2020/77 (X1 POST)**  
Directorate: Pharmacy
- SALARY** : Grade 1: R208 383 – R234 738 per annum  
**CENTRE** : Tshwane District Health Services (Boekenhout CHC)  
**REQUIREMENTS** : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic). Other Skills / Requirements: Self-discipline, knowledge if relevant legislation, regulations, policies, implementation and information management, quality assurance and improvement programmes. Leadership, communication skill (verbal and written). Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines.
- DUTIES** : Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.
- ENQUIRIES** : Ms. Michelle Haines Tel No: (012) 356 9200



- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/271** : **PHARMACIST ASSISTANT POST BASIC) REF NO: TDHS/A/2020/44 (X5 POSTS)**  
 Directorate: Pharmacy  
 Re-Advertisement: People who previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R208 383 – R234 738 per annum (Plus benefits)
- CENTRE** : Tshwane Health District –Refentse CHC
- REQUIREMENTS** : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic).
- DUTIES** : Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.
- ENQUIRIES** : Ms M Haines Tel No: (071) 679 0059 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001.
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy.
- CLOSING DATE** : 13 November 2020
- POST 25/272** : **POST BASIC PHARMACIST ASSISTANT (X1 POST)**  
 Directorate: Pharmacy
- SALARY** : Grade 1: R208 383 - R234 738 per annum  
 Grade 2: R241 839 - R256 686 per annum  
 Grade 3: R262 068 – R299 658 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Post Basic Assistant qualification or equivalent. Registration with the SA Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate and knowledge of the Rx solution dispensing system. Minimum two-year experience will be an advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislations and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team. High level of personal integrity, passion and commitment to the profession. A valid South African ID/ and valid passport.
- DUTIES** : The incumbent of the post will work under direct/ indirect supervision of a Pharmacist. The preparation of prescriptions and dispensing of the medicine to patients following the interpretation and evaluation of the prescription by a pharmacist. The provision of instructions regarding the correct use of medicine supplied. Provision of information to patients in order to promote health. Assist with the re- packaging of medicine, compounding and preparation of non-sterile medicine according to a formula and standard operating procedure approved by the responsible pharmacist. Appropriate management of pharmaceutical items in order to prevent fruitless and wasteful expenditure. Assist with the ordering, receiving and distribution of pharmaceuticals. Distribution of pharmaceutical to wards, departments, theatre, clinics and other outlets. Assist with general housekeeping and administrative tasks in the

pharmacy as specified by the responsible pharmacist. Address Pharmacovigilance.

**ENQUIRIES APPLICATIONS** : Ms P Makamu Tel No: (011) 812 8374

Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 13 November 2020

**POST 25/273** : **DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: DA04-10-20**  
Directorate: Poly Clinics

**SALARY CENTRE REQUIREMENTS** : R198 396 per annum (plus benefits)  
Wits Oral Health Centre  
Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration. Minimum of 10 years working experience in the public service and must have managerial and supervisory skills. Ability to work independently. Knowledge of infection prevention and control and sterilization of equipment. Good interpersonal and communication skills. Be able to work under pressure. Be willing to work overtime when required to. Basic computer literacy.

**DUTIES** : Manage Poly Clinic. Control and manage ordering of stock in the clinic and responsible for stock taking. Supervise staff in the performance of daily responsibilities including leave and PMDS. Perform all administrative duties in Poly Clinic including HR matters and staff allocation for core and overtime hours. Responsible for managing the unit, dental instruments, equipment and materials. Ensure compliance of Infection prevention and control and OHS in the unit. Compilation of reports. Perform other additional duties delegated by manager.

**ENQUIRIES APPLICATIONS** : Dr T. Mohlala- [tlou.mohlala@wits.ac.za](mailto:tlou.mohlala@wits.ac.za)  
Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.

**FOR ATTENTION** : Mr. P.F Monama Tel No: (011) 481- 2099  
[Pulankana.Monama@gauteng.gov.za](mailto:Pulankana.Monama@gauteng.gov.za)

**NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/274** : **SECRETARY TO THE NURSING MANAGEMENT UNIT REF NO: JUB23/2020**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Plus Benefits)  
Jubilee District Hospital  
Grade 12 certificate; Computer Literacy Certificate; Experience in the use of the computers. Good telephone etiquette; Good communication; interpersonal; minutes taking skills. Ability to manage the manager's diaries; ability to network and manage information. Ability to work under pressure. Confidentiality. Ability to practice Batho Pele Principles.

- DUTIES** : Provision of secretarial support to the Nursing Management Unit. Logistical support. Safe keeping of records and documents. Provision of administration support.
- ENQUIRIES** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441
- APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. 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.
- CLOSING DATE** : 20 November 2020
- POST 25/275** : **HUMAN RESOURCE CLERK REF NO: HRC05-10-20**  
Directorate: Administration
- SALARY** : R173 703 per annum (Level 05) per annum plus benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Degree/Diploma in HRM with 1 year experience or equivalent to Grade 12 with 3 years relevant experience in Human Resource in Public Service. Knowledge of PERSAL. Good understanding of HR policies and regulation prescripts (EEA, PSA, PSR, LRA). Good communication and report writing skills. Able to work under pressure.
- DUTIES** : The incumbent will be expected to attend to HR related queries including leave, remunerations, allowances and other service benefits. Processing and submissions of Human Resource mandates to e-Government as required. Capture leave and PMDS information on Persal. Manage conditions of services. Assist with management of Human Resource administration: recruitment and selections, appointments, service terminations, transfers, promotions, salary and payroll administration and other additional duties. Assist with PILIR management and reports. Compile reports on RWOPS and Statutory compliance. Handling of overtime and periodical claims. Reports to HR Manager.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
[Pulankana.Monama@gauteng.gov.za](mailto:Pulankana.Monama@gauteng.gov.za)
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates. Applications without proof of the necessary documents will be disqualified.No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 13 November 2020
- POST 25/276** : **ADMINISTRATION CLERK (ACQUISITION) REF NO: 08/2020 (X1 POST)**  
Directorate: Procurement
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 or equivalent. 1-2 years' experience in Acquisition will be an advantage. Know the demand plan. Computer competency skills (MS Word, Excel, PowerPoint and Internet). Knowledge of the following systems will also be advantageous; SAP and SRM. Know procurement processes, Supply Chain Management policies, PFMA, PPPFA, BBBEE, Treasury Regulations and Batho-Pele principles. Good communication skills both verbal and written. Be able to work under pressure.

**DUTIES** : Preform RFQ process. Create requisition on SRM. Assist in preparing requisitions. For vetting committee meeting. Proper tracking of requisitions. Make follow up with HPC with regards to creation of purchase order. Compile weekly procurement reports. Attend to internal and external queries. Be analytic and innovative in executing tasks allocated. Maintain confidentiality at all times.

**ENQUIRIES** : MS K Sello Tel No: (016) 428 7036

**APPLICATIONS** : To: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months must be submitted 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** : 13 November 2020

**POST 25/277** : **PERSONAL ASSISTANT REF NO: PA/10/2020**

**SALARY** : R173 703 per annum (plus benefits)

**CENTRE** : Rahima Moosa Nursing Campus

**REQUIREMENTS** : A grade 12 certificate with 1-2 years' experience as secretary or Personal Assistant. A Diploma in Secretariat or /Office administration will be added an advantage. Knowledge of relevant legislation and policies, e.g. Code of Conduct, Public Service Act and Public Service Regulations. Knowledge of Batho Pele principles. Good verbal and written communication skills. Proof of Computer literacy (MS Word, Excel and Power Point) with good typing skills.

**DUTIES** : Provide secretarial support service to the Campus Head. Making and receiving telephone calls, typing of letters/documents, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports. Provide support to the Campus Head during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office. Use filing plan for Campus Head records.

**ENQUIRIES** : Mr. J Machaba Tel No: (011) 247- 3303-3300 Mr A.T Tsoke Tel No: 011 247 247 3321

**APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.

**NOTE** : All applications must be submitted with z83 form cv and certified copied, State all your competencies, training and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be on copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered

**CLOSING DATE** : 13 November 2020

**POST 25/278** : **ENROLLED NURSES (X9 POSTS)**  
Directorate: Nursing

**SALARY** : Grade 1: R171 381 – R192 879 per annum  
Grade 2: R204 627 – R230 307 per annum  
Grade 3: R242 166 – R297 825 per annum

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : Enrolled nurse with or without experience. Enrolment with the South African Nursing Council and valid SANC Receipt. Valid South African ID/ and valid Passport.

- DUTIES** : The incumbent will work under the direct supervision of the professional nurse in his/ her area of allocation. The supervision of nursing according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area.
- ENQUIRIES APPLICATIONS** : Ms K Tinghisi Tel No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020
- POST 25/279** : **ENROLLED NURSES GRADE 1 REF NO: ODI/21/10/2020/03 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R171 381 per annum (plus benefits)  
: Odi District Hospital  
: Qualifications that allows registration with SANC as a Staff Nurse, proof of current registration with SANC as Staff Nurse. No experience needed. Knowledge of relevant legal frameworks and ethical practices. Understanding of infection and prevention control measures. Good interpersonal and communication skills. Knowledge of nursing processes and procedures.
- DUTIES** : The officer be able to demonstrate basic communication with patients, supervisors, and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organise own work and that of support personnel to ensure proper nursing care. The officer should display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho Pele Principles). Work in accordance with nursing legislation and related legal and ethical nursing practice. Perform a basic clinic nursing practices in accordance with scope of practice of a staff nurse. Practice of infection and prevention control measures.
- ENQUIRIES APPLICATIONS** : Mrs. EP Ntsie Tel No: (012) 725 2304/2312  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six months old.
- CLOSING DATE** : 20 November 2020
- POST 25/280** : **SOCIAL AUXILIARY WORKER (SAW) (X1 POST)**  
: Directorate: Allied
- SALARY** : Grade 1: R148 215 – R166 830 per annum  
: Grade 2: R176 982 – R199 188 per annum  
: Grade 3: R211 323 – R265 320 per annum
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
: Grade 12. Computer literacy will be an added advantage. Social Auxiliary worker certificate. 1- 9 Years' experience as social auxiliary worker. Administration- Record keeping. Registration with South African Council for

- Social Service Profession (SACSSP) as SAW with annual proof of payment. Good communication and problem solving skills. Flexible and adapt to change. Be able to work within multidisciplinary team.
- DUTIES** : Trace families. Placement of patients. Assist with the application of identity documents and social grants prior placement. Administration: update registers, office filling, making copies, keep precise records and compile accurate reports. Assist Social Workers with Research. Assist Social Workers with groups/ community outreach/ awareness days. Filling of patients progress reports. Assist the Social Worker with exploration of possible and available facilities for placement. Keep abreast with information regarding social grants and pensions. Compile and keep an updated data base of different SASSA office and other relevant stakeholders. Submit monthly report. Participate in Audit. Keep abreast with new developments in the social work and social services field.eg attend meeting, workshops/ trainings etc. Adherence to department code of ethics and standards operating procedure (SOP).
- ENQUIRIES APPLICATIONS** : Dr Shezi Tel No: (011) 812 8546
- NOTE** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020
- POST 25/281** : **FOOD SERVICE SUPERVISOR REF NO: STDH/00031 (X1 POST)**  
Directorate: Admin & Support
- SALARY CENTRE REQUIREMENTS** : R145 281 – R171 138 per annum plus benefits  
Sizwe Tropical Disease Hospital  
Grade 12 certificate, food and beverage certificate or National Diploma in Food service. Must have 3- 5 years food service experience in a hospital environment or other large scale food service experience. Must be computer literate. Have good verbal and written communication skills. Be able to work under pressure, work on weekends and public holidays.
- DUTIES** : Responsible for supervising all activities in the foodservice including Food service aids on production for normal and therapeutic diets, distribution and serving in the wards and Food service. Ensure that hygiene and safety measures applied, ensure that equipment is in good working order and is maintained. Responsible for ordering, receiving, storage, stock control and stock taking. Responsible for PMDS process, discipline and motivate Foodservice Aids. Responsible for general relevant administration.
- ENQUIRIES APPLICATIONS** : Ms P Thwala Tel No: (011) 531 - 4346  
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 13 November 2020

<b><u>POST 25/282</u></b>	:	<b><u>ENROLLED NURSING AUXILIARY GRADE1 REF NO: 014/2020: TDH (X2 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R132 525 - R149 163 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing assistant. Candidate must have elementary communication and writing skills. Be able to function as part of the team.
<b><u>DUTIES</u></b>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
<b><u>ENQUIRIES</u></b>	:	Mr. Frank Budzwa Tel No: (012) 354 – 7600
<b><u>APPLICATIONS</u></b>	:	Applications to be submitted at HR: Tshwane District Hospital, Private Bag X179, Pretoria , 0001 OR hand deliver to HR department Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>NOTE</u></b>	:	The following documents must be submitted-Application for Employment Form (Z83) which is obtained from any Government Department or from website <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Fully completed Z83 updated CV, certified copy of ID, grade12 certificate, proof of registration and qualifications not older than six months not copies of certified copies. The reference number must be indicated in the column provided on the form Z83.NB Failure to comply with above instruction will disqualify applications. Suitable candidate will be subjected to Occupational Health & Safety (OHS) Medical surveillance as required. If you did not hear from us within three months, please consider your application unsuccessful. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13November 2020
<b><u>POST 25/283</u></b>	:	<b><u>ENROLLED NURSE AUXILIARIES (X2 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R132 525 - R149 163 per annum Grade 2: R156 846 - R176 526 per annum Grade 3: R187 263 - R230 307 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Enrolled nurses with or without experience. Enrolment with the South African Nursing Council and have valid SANC Receipt. Valid South African ID/ and valid passport.
<b><u>DUTIES</u></b>	:	The incumbent will work under direct supervision of the professional nurse in his/ her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area.
<b><u>ENQUIRIES</u></b>	:	Ms K Tinghiti Tel No: (011) 812 8313
<b><u>APPLICATIONS</u></b>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng

Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

- CLOSING DATE** : 13 November 2020
- POST 25/284** : **SPECIALIZED AUXILIARY SERVICE ASSISTANT REF NO: SBAH 67/2020**  
Directorate: Occupational Therapy
- SALARY CENTRE REQUIREMENTS** : R122 595 per annum plus benefits  
: Steve Biko Academic Hospital  
: Grade 12. Good verbal and written communication skills. Must be able to communicate within the South African official languages (multi-lingual). Ability to work in an acute and changing environment. Must be a good team player. Must be flexible and be able to organize and manage your time effectively. Must be open for learning new skills to execute daily tasks and duties effectively. Basic computer skills will be to your advantage.
- DUTIES** : To assist in administration and general operational tasks of the Occupational Therapy Department. To assist in the ordering and collecting of goods for the OT Department. Department. To assist with cleaning OT equipment and tools used in treating patients. Translating for Occupational Therapists when there are language barriers.
- ENQUIRIES APPLICATIONS** : Mr. T. Ncwane Tel No: (012) 354 1665  
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 13 November 2020
- POST 25/285** : **CLEANER REF NO: CL06-10-20**  
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R102 534.per annum (Level 02) per annum, plus benefits  
: Wits Oral Health Centre  
: Grade 12 certificate. Minimum of 2 years working experience as a cleaner in a health facility/environment. Good verbal and written communication skills, good interpersonal skills and be productive. Knowledge of OHS, Infection Control and Waste Management. Ability to read and write. Ability to work under pressure. Be able to work in a team.
- DUTIES** : The incumbent will be expected to clean all designated areas such as windows, walls basins, sinks, lockers, kitchen and bathroom. Sweep, mop and polish all floors and designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically assess and update toilets cleaning checklist in line with set hygienic standards, request and replace toilet paper/towels and hand soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning materials and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za  
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant



certificates. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/286** : **LINEN ROOM ASSISTANT REF NO: 2020/07 (X1 POST)**

Directorate: Patient Activity

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet or Grade 7/8 or equivalent. Be Able to work under pressure and to work shifts, including Weekends. Laundry experience will be an advantage.

**DUTIES** : Collect soiled linen from the wards and out-patient departments daily. Deliver clean linen back to respective Destinations daily. Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack the Linen items accordingly on the shelves. Wash small linen items. Participate in stock count. Clean the whole Linen Room. Adhere to requirements or changes from internally or externally. Adhere to all instructions from Supervisors.

**ENQUIRIES** : MS LP Phaswana Tel No: (016) 428-7111

**APPLICATIONS** : Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.

**NOTE** : Fully Completed Z83, CV, certified copies of ID and qualifications not older than six months People with Disabilities Are Encouraged to Apply. Medical surveillance will be conducted to Successful candidates. If you did not hear from us within three months please consider your application unsuccessful.

**CLOSING DATE** : 13 November 2020

**POST 25/287** : **PROPERTY CARETAKER REF NO: STDH/00032 (X3 POSTS)**

Directorate: Admin & Support

**SALARY** : R102 534 – R120 780 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Abet level 4/Grade 10 school report. A valid driver's license, grade 12 certificate, garden experience and horticulture certificate will be an added advantage. Have good communication skills and ability to work as a team and under stressful conditions.

**DUTIES** : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and off-loading of furniture. Cleaning of storm water channels and gutters. Keep equipment and tools safe. Perform pest control in all departments. Communicate with all stakeholders, Adhered to infection control. To carry lawful instructions given by an authorized person.

**ENQUIRIES** : Ms CT Mtsweni Tel No: (011) 531 - 4378

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 13 November 2020

**POST 25/288** : **MEDICAL OFFICER; SESSIONAL REF NO: TDHS/A/2020/92 (X4 POSTS)**

Directorate: Medical

**SALARY** : Hourly rate of R395.00 - R524.00 (Depending on Experience)

**CENTRE** : Tshwane Health District- Refentse CHC

**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.

**DUTIES** : Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health

services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to health care professionals as the case may be employed in the health facility. Ensure compliance with the Essential Medicine List (EML). Attend to victims and perpetrators of crime such as, inter alia, sexual offences, assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matter, including giving testimony in court. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines).

- ENQUIRIES** : Dr SL Phoshoko Tel No: (012) 451 9224 / 5  
**APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002  
**NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy  
**CLOSING DATE** : 13 November 2020

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- CLOSING DATE** : 13 November 2020. No late applications will be considered.  
**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and 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 management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POSTS**

- POST 25/289** : **DEPUTY DIRECTOR: PROGRAMME MANAGER REF NO: REFS/006962 (X2 POSTS)**  
 (12 months contract)  
**SALARY** : R733 257 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant Degree/Level 7 Qualification in Project Management or Equivalent; with minimum 4 years' experience in project coordination of which 2 years in middle management level. Experience in Social Facilitation (Resolving Community/ and Contractor performance issues). A Valid Driver's license. Communication, Scheduling, Risk Management, Critical Thinking, Cost Management, Task Management, Report Writing, Presentation, Negotiation and High Coordination skills . Audit exposure will be added as an advantage.  
**DUTIES** : Coordinate project priorities and resources between multiple projects. Audit of project performance and ensure completeness of project information. Prepare and update project plans and status reports. Provide update on URP stakeholders. Coordinate cross functional meetings and ensure updated reporting matrix. Ensure projects are delivered in line with project

- implementation standards/departmental Standard Operating Procedure. Monitor performance and report weekly/ monthly to the Director: Programme management. Participate in the Unit's planning sessions/meetings/developmental activities. Manage contractor/professional team performance.
- ENQUIRIES** : Ms A Mogaswa Tel No: (072) 313 8052  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 25/290** : **DEPUTY DIRECTOR: TENDERING AND SOURCING REF NO: REFS/006944**  
 (12 months contract)
- SALARY** : R733 257 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance. Two (2) years Management experience. Five (5) years functional experience in Finance Management within the public service environment. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. In depth knowledge of Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, General management, Strategic management and PFMA. Skills: Leadership, Negotiating, Facilitation, computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Ensure that all approved tenders are advertised in line with the relevant compliance requirements. Coordinate the compilation of the terms of references in line with the PPPFA requirements. Compilation of the tender documents. Administer the briefing sessions and closing of tenders. Coordinate the process for the evaluation of tenders. Provide SCM advise where required. Prepare bid evaluation reports for Bid Adjudication Committee. Prepare monthly management reports on tenders. Liaise with probity auditors throughout the entire tendering process. Keep records and reports of all the tenders .Ensure compliance to regulations on matters related to tenders. Attend to preliminary probity audit reviews during specifications, evaluations and adjudication stages. Publication of tender awards. Sourcing for contractors and professional resource teams. Managing the Request for Quotations (RFQs) from the panel of service providers. Coordinating of Bid Committee meetings. Preparation of reports for management.
- ENQUIRIES** : Ms M Tshabalala Tel No: (063) 691 4016  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 25/291** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/006861 (X3 POSTS)**  
 (12 months contract)
- SALARY** : R376 596 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Matric plus an appropriate 3-year accredited Bachelor's Degree/National Diploma in Social and or Economic Sciences/Development studies, Monitoring and Evaluation/ Statistics and Research/Public and Development management/ Public Policy. Minimum of 2 - 3 years' relevant experience. A valid driver's licence. Ability to communicate in one of the indigenous languages will be an added advantage. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel etc. Ability to customise and generate reports to meet user needs; extensive experience in conducting social research (minimum two years) from both public and or private sector. Analytical capability, good communication and presentation skills. Knowledge and experience in contract management. Good stakeholder liaison, coordination and problem-solving skills. Good computer skills, good interpersonal relationships. Ability to work under pressure and long hours at times as well as willingness to travel long distances when required.

**DUTIES** : Assist with monitoring and analysing Departmental Programme Performance. Assist with the development of evaluation studies and programme performance review. Assist with conducting Departmental Evaluation Planning. Assist with conducting Evaluation of the Conditional Grant Report. Assist with the development and/or review/ maintenance of a functional Monitoring & Evaluation system.

**ENQUIRIES** : Ms A Mogaswa Tel No: (072) 313 8052  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 25/292** : **ASSISTANT DIRECTOR: TENDERING AND SOURCING REF NO: REFS/006947 (X2 POSTS)**  
(12 months contract)

**SALARY** : R376 596 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/Finance. Three (5) years of relevant experience in Tender Management coupled with at least 3 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts related to supply chain i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook.

**DUTIES** : Support the process of drafting of the terms of references. Packaging and verification of the tender documents to ensure that all the necessary documents are included in the tender document. Preparation of the actual tender advertisements. Placing of adverts in the appropriate platforms (e.g e-tender portal, government bulletin, newspapers, etc.). Keeping records of the briefing minutes and register for all tenders. Managing the process of recording of all bids received. Execution of the compliance of bids received. Play the role of the secretariat for various bid committees. Administering of closing of Request for Quotations (RFQs). Execution of the evaluation of RFQs. Preparation of the RFQ reports to Bid Adjudication Committees and other delegated authority. Provide administrative support to all bid committees. Safekeeping of information and documents for audit purposes. Issuing of correspondences to various bidders (e.g. bidding notes) during the tendering process. Updating of the procurement plan with awards made.

**ENQUIRIES** : Ms M Tshabalala Tel No: (063) 691 4016  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

#### **DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resources on 083 798 7344. NB: For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**CLOSING DATE** : 20 November 2020

**NOTE** : Shortlisted candidates will be subject to pre- employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA). All shortlisted candidates for SMS posts will be subjected to a technical exercise. 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). Please Note; Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached.. It is our intention to promote representatively (race, gender and disability) in

the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be preferred. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. Late application/applications received after the closing date will be disqualified. Errors and Omissions will be rectified. The Department reserves the right not to fill the position (s).

#### OTHER POSTS

- POST 25/293** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669**  
 Branch: G-Fleet Management  
 Chief Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
 : Bedfordview  
 : A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years' working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards(IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.
- DUTIES** : Ensure effective management of g-Fleet's assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions
- ENQUIRIES** : Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/9000
- POST 25/294** : **DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006682**  
 Branch: G-Fleet Management  
 Chief Directorate: Fleet Maintenance
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
 : Bedfordview  
 : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-

- developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver's license.
- DUTIES** : Manage towing and recovery of all the Entity's vehicles. Provide functional and technical advice and guidance to the Entity's Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor's queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.
- ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652
- POST 25/295** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677**  
Branch: G-Fleet Management  
Chief Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
: Bedfordview  
: An appropriate 3-year National Diploma /Bachelor's Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver's license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC.
- DUTIES** : Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate.
- ENQUIRIES** : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642

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

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

**MANAGEMENT ECHELON**

<b><u>POST 25/296</u></b>	:	<b><u>DIRECTOR: EMPLOYEE HEALTH AND WELLNESS SERVICES REF NO: G328/2020</u></b> Cluster: Human Resource Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (Level 13) (An all Inclusive MMS Salary Package) Head Office: Pietermaritzburg An undergraduate qualification (NQF 7) as recognised by SAQA Human Resource Management/Public Management/Administration/Industrial Psychology Plus Five (5) years middle/senior management experience in a employee health and wellness management environment Plus A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level) Plus Unendorsed valid Code B driver's license (Code 8). <b>NB:</b> For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/">https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/</a> . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. <b>NB:</b> All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Occupational health and safety and other related Acts, regulations, frameworks, prescripts and directives. Employee health and wellness and other related Acts, regulations, frameworks, prescripts and directives. Human resource and other related Acts, regulations, frameworks, prescripts and directives. Financial management and other related Act, regulations, frameworks, prescripts and directives. National Health Act, regulations, frameworks, prescripts and directives. KwaZulu-Natal Health Acts, regulations, frameworks, prescripts and directives. Public Service Act and regulations. Skills: Human resource management. Project management. Information management. Organising .Influencing. Analytical Motivation Presentation. Computer skills – MS Office suite financial management. Strategic management. Problem solving Communication – written and oral. Negotiation Conflict management .Leadership Planning.
<b><u>DUTIES</u></b>	:	Ensure the promotion of health and wellness of workforce and their families: Ensure promotion of physical wellness. Ensure promotion of psycho-social wellness. Ensure promotion of organisational culture conducive to wellness. Ensure promotion of worklife balance. Ensure the provisioning of health and reasonable safe conditions: Ensure provision of occupational health and safety. Ensure provision and sustaining of risk free total environment. Ensure provision of operational risk management and quality assurance. Manage adverse health conditions to reduce their impact on staff productivity: Ensure proper chronic disease management. Ensure mental health management. Ensure injury on duty and incapacity leave management. Ensure occupational health education and promotion. Manage HIV/AIDS, STI's and TB to reduce their burden on service delivery: Ensure the provision of prevention programmes. Ensure the provision of treatment, care and support. Ensure the promotion of human rights and access to justice. Ensure the participation in research, monitoring and evaluation. Ensure the provisioning of transversal support: Ensure the provisioning of advice and guidance on all EHW issues. Ensure the development, implementation, monitoring, evaluation and reviews of policies, procedure manuals and programmes. Ensure the provision of management reports. Ensure the effective, efficient and economical

management of allocated resources of the Directorate: Manage the financial resources. Manage the human resources e.g. attendance, leave management, performance management and development etc. Manage the allocated assets. Manage potential risks and mitigation strategies. Provide strategic management, planning, leadership and direction.

**ENQUIRIES  
APPLICATIONS**

: Mr GS Dlamini Tel No: (033) 395 2902  
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 R Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 13 November 2020

**POST 25/297**

: **DISTRICT DIRECTOR REF NO: G323**  
Cluster: District Health Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 per annum (Level 13) (An all Inclusive SMS Salary Package  
: Uthukela Health District Office  
: An undergraduate qualification (NQF level 7) in Clinical Health Science. Current registration with the relevant health professional body. A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care **OR** District Health System. Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS. Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/Master in Business Management. Project Management. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: - The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Umgungundlovu (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to – ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District, provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a, Have the ability to assess and manage the performance of the District Health System and directly



supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralized. Management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

**DUTIES**

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Umgungundlovu Health District.

**ENQUIRIES  
APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274  
 : The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

: Miss N.S Buthelezi Tel No: (033) 395 2896  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE**

: 13 November 2020

**OTHER POSTS**

**POST 25/298**

: **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 56/20**  
 Component –Obstetrics and Gynaecology

**SALARY**

: R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Greys Hospital  
 : A tertiary qualification (MBChB) or equivalent registered with the Health Professional Council of South Africa (HPCSA) FCOG Registration with the HPCSA as a Specialist in Obstetrics and Gynaecology At least 7 years of appropriate managerial and clinical experience after registration with the HPCSA as a Specialist Proof of current registration with the HPCSA must be attached. Certificate of certificate/proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations: Appropriate qualification in Management, e.g. Certificate in Management, Diploma in

Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, skills, Experience and Competencies Comprehensive managerial and leadership skills and competencies to Head the O&G Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate O&G services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the O&G Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical and medico-legal matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.

**DUTIES**

: The incumbent will head the O&G Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist obstetrics and gynaecology services within "Area 2". Ensure provision of a cost –effective and high quality O&G services 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the O&G Department, which meets the Department of Health's needs, and develop and manage the O&G Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to C/S rates, maternal mortality ratio, BUR and ALOS. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including PPIP/Morbidity and Mortality meetings on a monthly basis, expeditious Maternal Mortality Review meetings, at least quarterly Clinical Audits, utilization reviews, expansion and enhancement of ESMOE training programme, etc. Good record-keeping, including maintenance of statistics, sterilization register, PPIP data, maternal death review records, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in O&G. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required. Prudent fiscal and other resource management; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the O&G Department. Effective risk management, including maintaining a risk register for the O&G Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly O&G Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the Provincial O&G HCD, the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Maintain close liaison with the Department of O&G at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the O&G. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients.

**ENQUIRIES**  
**APPLICATIONS**

: Dr KB Bilenge Tel No: (033) 8973321  
: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200  
: Mrs. M. Chandulal

**FOR ATTENTION**

- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 56/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).Please note that candidates will not be reimbursed for S&T claims for attending interviews
- CLOSING DATE** : 13 November 2020
- POST 25/299** : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 55/20**  
Component: Orthopaedics
- SALARY** : R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : A tertiary qualification (MBChB) or equivalent registered with the Health Professional Council of South Africa (HPCSA) Registration with the HPCSA as a Specialist in Orthopaedics At least 7 years of appropriate managerial and clinical experience after registration with the HPCSA as a Specialist Proof of current registration with the HPCSA must be attached. Certificate of certificate / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Training and Competency Required: Comprehensive managerial and leadership skills and competencies to Head the Orthopaedics Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Orthopaedics services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Orthopaedics Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDs process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical, medico-legal and RAF matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.
- DUTIES** : The incumbent will head the Orthopaedics Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist Orthopaedics services within "Area 2". Ensure provision of a cost –effective and high quality Orthopaedic service 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Orthopaedics Department, which meets the Department of Health's needs, and

develop and manage the Orthopaedics Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to ALOS, BUR and bed turnover rates in Orthopaedic wards, mortality and morbidity, waiting times, etc. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Good record-keeping, including maintenance of statistics, surgery / theatre data, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in Orthopaedics. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for surgery, reducing bed sore rate, etc. Prudent fiscal and other resource management, including management of Implants budget, adherence to Surgical Implants contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Effective risk management, including maintaining a risk register for the Orthopaedics Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly Orthopaedics Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Maintain close liaison with the Department of Orthopaedics at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage/address client complaints which may arise in the Orthopaedics Department. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Evaluate patients admissions, diagnosis. Waiting time for surgery/length of stay

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

**NOTE**

: Dr KB Bilenge Tel No: (033) 8973321  
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.  
 : Mrs. M. Chandulal  
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number reference must be indicated in the column provided on the form Z83 e.g GS 55/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).Please note that candidates will not be reimbursed for S&T claims for attending interviews  
 : 13 November 2020

**CLOSING DATE**

**POST 25/300**

**MEDICAL SPECIALIST (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 23/2020 (X1 POST)**

**SALARY**

: Grade 1: R1 106 040 – R1 173 900.per annum  
 Grade 2: R1 264 623 – R1 342 230 per annum  
 Grade 3: R1 467 651 – 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.

**CENTRE**

: Madadeni Provincial Hospital

- REQUIREMENTS** : MBChB degree or equivalent qualification Plus M.MED Psych, FC Psych SA or equivalent. Proof of current registration with HPCSA (2020 Receipt). Certificate of current registration with the PHCSA as a Medical Specialist in Psychiatry. Appropriate qualification plus registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 2**: Appropriate qualification, registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 3**: Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist. NB' Registrars who have completed their Specialist training but are awaiting Registration as Specialists with the HPCSA may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa". Knowledge, Skills and Competencies required: Ability to do psychiatric diagnostic interview. Generally physical and neurological examination. Perform appropriate investigations and their interpretation. Clinical protocols development for psychiatric disorders. Psychiatric disability evaluation and report writing. Good interpersonal and communication (written and verbal). Supervisory, conflict resolution and management. Knowledge of national health acts no 61/2003, mental health care act no 17/2002 and basic conditions of employment act 75/1997. Other relevant legislation and policies of the national and provincial health department. The national core standards for the improvement of the quality of health services in South Africa. Principles of general medicine, General adult psychiatry, forensic psychiatry and child adolescent psychiatry.
- DUTIES** : Provide comprehensive Psychiatric services including child adolescent service and forensic on outpatient in patient basis. Ensure effective implementation of the mental health care act no 17/2002. Contribute to clinical governance by developing relevant clinical protocol and enforce adherence to the national core standards for the improvement of quality of health in South Africa. Provide clinical supervision and mentoring of junior staff and the multidisciplinary team as well as their performance appraisal in line with human resource EPMDS policies. Participate in the academic activities of the department including training, teaching and research. Ensure continued professional development.
- ENQUIRIES** : Dr. V.N Khanyile Tel No: (034) 328 8000
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://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.
- CLOSING DATE** : 13 November 2020
- POST 25/301** : **PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS): PORT SHEPSTONE CAMPUS REF NO: G327/2020**  
Cluster KZN College of Nursing
- SALARY** : R949 482 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Port Shepstone Hospital : Senior Certificate/Grade 12 Plus Current registration (2020) with SANC as a General Nurse Midwife/Accoucher Plus Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.
<b><u>DUTIES</u></b>	: Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr EN Hlongwa Tel No: (033) 264 780 : All applications should be forwarded to: Port Shepstone Nursing Campus Private Bag X719, Port Shepstone 4240 OR Hand Delivered to Port Shepstone Hospital
<b><u>FOR ATTENTION NOTE</u></b>	: Mr P Mtshali : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<b><u>CLOSING DATE</u></b>	: 13 November 2020

**POST 25/302** : **CHIEF EXECUTIVE OFFICER REF NO: G302/2020**  
Cluster District Health Services

**SALARY** : R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)  
**CENTRE** : Charles Johnson Memorial Hospital  
**REQUIREMENTS** : A degree/advanced diploma in a health related field, Registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years' management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment, to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health.

**ENQUIRIES** : Mrs P Mbatha Tel No: (034) 299 9100  
**APPLICATIONS** : The District Director: KZN Department of Health Private Bag X2052 Dundee 3200 or Hand Deliver to: 34 Wilson Street, Dundee 3000.  
**FOR ATTENTION** : Mr NP Shezi Tel No: (034) 299 9110  
**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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual

Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 13 November 2020
- POST 25/303** : **DEPUTY MANAGER NURSING REF NO: PSH 41/20 (X1 POST)**
- SALARY** : R843 618 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Educational Qualification:- Matric/Grade 12 Degree/Diploma in General Nursing, Midwifery Registration with the South African Nursing Council as a registered nurse/Midwife Proof of current registration with SANC for 2020 Degree/Diploma in Nursing Administration/management A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level in a hospital environment Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Recommendation Valid Driver's license Microsoft Computer Literacy Knowledge, Skills And Experience\_Leadership, management, planning, organizing, problem solving, decision-making and coordinating skills Clinical competencies and policy formulation skills Knowledge of nursing care delivery approaches Knowledge of relevant acts governing healthcare service delivery Good verbal and written communication skills Conflict management / sound labour management skills Mentorship and supervisory skills Good analytical, report writing and presentation skills Knowledge and ability to interpret regulations, resolutions, policies and legislations governing nursing and healthcare service delivery.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing and midwifery division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs and services. Advocate and ensure the promotion of nursing ethos and professionalism, including Batho Pele Principles & Patients' Rights Charter. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing and midwifery care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources (human resources, budget, finance, infrastructure, buildings, consumables, supplies& pharmaceuticals) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms BC Ndlovu Tel No: (039) 688 6208
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications
- CLOSING DATE** : 20 November 2020



**POST 25/304** : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: PMMH/DMN/01/2020 (X1 POST)**

**SALARY** : R843 618. Per annum (all-inclusive package-consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules).Other Benefits: In-Hospitable Area Allowance (8% of basic salary).

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Proof of current registration as a Professional Nurse with SANC. Proof of Computer literacy (MS office suite). Valid Driver's License. Experience: a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognizable experience at management level. Recommendation: Diploma/ Degree in Nursing Administration Knowledge, Skills, Training And Competencies (Determined according to the Middle Management Competency Framework) Feeder Competencies/Applying Technology/ Budgeting and Financial Management/Citizen Focus and Responsiveness/Diversity Management/ Impact and Influence/Communication and Information Management/ Managing Interpersonal Conflict and Resolving Problems/ Networking and Building Bonds/Problem Solving and Decision Making/ Developing Others/ Team Leadership/ Project Management/ Applied Strategic Thinking.

**DUTIES** : Establish the strategic direction of the nursing component to ensure alignment with its business plan. Ensure implementation of NCS, IPC and Quality in the nursing component Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programmes. Advocate and ensure the promotion of nursing ethos and professionalism. Advocate and encourage the implementation of clinical governance principles Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery.Manage quality improvement of nursing care. Advocate, initiate and monitor prevention of medico-legal suits Manage financial resources and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research, both professional and nursing practice development. Ensure collaboration between nursing and medical sub-directorates. Implement auditing and monitoring, and evaluation processes within the institution. Ensure the implementation & monitoring of health priority programmes.

**ENQUIRIES APPLICATIONS** : Mr GBCTE Khawula Tel No: (031) 907 8506  
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X07; Mobeni; 4060.

**FOR ATTENTION NOTE** : Mrs. J Murugan  
: Due To Financial Constraints, No S&T will be paid to candidates attending interviews.

**CLOSING DATE** : 16 November 2020

**POST 25/305** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 61 /2020**  
Orthopaedics Department

**SALARY** : Grade 1: R821 205.per annum (All inclusive salary packages)  
Grade 2: R938 964.per annum (All inclusive salary packages)  
Grade 3: R1 089 693 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

**CENTRE** : Ngwelezana Tertiary Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

: Dr P.D Rollinson Tel No: (082) 474 9246

**APPLICATIONS**

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

**FOR ATTENTION**

: Mr M.P Zungu

**NOTE**

: Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE** : 13 November 2020 (Late applications will not be accepted)

**POST 25/306** : **MEDICAL OFFICER (INTERNAL MEDICINE) GRADE1-3 REF NO: MO/INTMED 02/2020 (X1 POST)**

**SALARY** : Grade 1: R821 205 – R884 670.per annum (all-inclusive packages)  
Grade 2: R938 964 – R1 026 693.per annum (all-inclusive packages)  
Grade 3: R1 089 693 – R1 362 366.per annum (all-inclusive packages)  
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Internal Medicine  
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner).Proof of current registration as a Medical Practitioner with HPCSA.Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: Medical Officer Grade 1:No experience required The appointment to **Grade 1** requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with 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 Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department. Key Performance Areas to execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice .Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES APPLICATIONS** : Dr S Chinasamy Tel No: (031) 907 8265  
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION NOTE** : Mrs TZ Makanya  
: Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 13 November 2020

**POST 25/307** : **MEDICAL OFFICER GRADE 1-3 REF NO: PMMH/MO/O&G 02/20 (X1 POST)**

**SALARY** : Grade 1: R821 205 – R884 670 per annum (all-inclusive packages)  
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive packages)  
Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive packages)  
Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18%

of basic salary): Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for compulsory commuted overtime.

**CENTRE REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital  
: MBChB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with 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 Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

**DUTIES**

: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the department. Assist in the preparation and implementation of guidelines and protocols .Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES APPLICATIONS**

: Dr NR Maharaj Tel No: (083) 797 8111 or Tel No: (031) 907 8111  
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital Private Bag X07, Moben, 4060.

**FOR ATTENTION CLOSING DATE**

: Mrs J Murugan  
: 13 November 2020

**POST 25/308**

**MEDICAL OFFICER GRADE 1, 2, 3 REF NO: CL 04/2020 (X1 POST)**

**SALARY**

: Grade 1: R821 205 – R884 670 per annum (All-inclusive package)  
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)  
Grade 3: R1 089 693 – R1 362 3660 per annum (All-inclusive package)

**CENTRE REQUIREMENTS**

: Clairwood hospital  
: Matric/Grade 12 Certificate, MBChB degree or equivalent qualification Plus, Proof of current registration with HPCSA as a Medical Practitioner, Certificate of registration with HPCSA as a Medical Practitioner, Certificate of service from Current/previous employers stamped by HR must be attached. Medical Officer **Grade 1**: Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner

with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner .Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Knowledge of current health legislations and policies at public institutions. Knowledge national quality standards relating to primary health care. Sound knowledge of national TB programme and ARV programme including STIs and PMTCT. Sound knowledge of Pediatrics would be an added advantage. Good research and presentation skills. Information management and quality assurance programmes. Ability to function with Multidisciplinary team. Sound knowledge and clinical skills Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

**DUTIES** : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centered care. Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Hands over critically ill patients to the doctors on call after hours and on the weekends. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighboring health institutions.

**ENQUIRIES** : Dr. B.G Mabaso Tel No: (031) 451 5181  
**APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

**NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018 N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

**CLOSING DATE** : 13 November 2020

**POST 25/309** : **PHARMACY SUPERVISOR REF NO: CL 05/2020 (X1 POST)**

**SALARY** : Grade 1: R821 205 – R871 590 per annum (All-inclusive package)  
**CENTRE** : Clairwood hospital  
**REQUIREMENTS** : Bachelor's Degree in Pharmacy. Registration with South African Pharmacy Council as a pharmacist plus Current registration with South African Pharmacy Council as a Pharmacist. Five years appropriate experience after registration as a Pharmacist. Certificate of service endorsed by the HR Department must

be attached. Knowledge of pharmaceutical services, policies and legislations, including the Essential Drug List (EDL), Pharmacovigilance and National Drug Policy. Excellent communication and computer skills (MS Office and Rx), project and time management skills. Appropriate clinical and theoretical knowledge. Commitment to service excellence, good supervisory, analytical and team building skills. Knowledge of Public Service Acts, policies and procedures pertaining to stock control. Sound planning organizing and administrative skills. Experience in ward pharmacy and pharmacy stores. Good communication, team building and problem solving skill.

**DUTIES** : Provide comprehensive pharmaceutical services to patients, wards and Departments. Engage in effective communication with all stakeholders to ensure that a high quality service is rendered and requirements for audits are met. Comply with the requirements for Good Pharmacy Practice and the scope of practice for a pharmacist as laid down by the South African Pharmacy Council. Maintain accurate and appropriate patient records in line with the legal requirements. Be responsible for cost effective and efficient procurement, storage, distribution, control and security of Pharmaceutical stock and equipment. Develop, implement and monitor adherence to standard operating procedures and policies for all aspects of the pharmaceutical services, in accordance with the applicable legislations, regulations and Good Pharmacy Practice. Compiling reports for submission to pharmacy manager. Management of resources in the pharmacy. Assist in co-ordination of Pharmacy and Therapeutics and Antibiotic Stewardship. Identify training needs for pharmacy staff and co-ordinate training. Provide support to clinics and wards at Clairwood Hospital. On call duty and overtime when required.

**ENQUIRIES** : Miss G Desai Tel No: (031) 451 5106  
**APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

**NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website - www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018. N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

**CLOSING DATE** : 13 November 2020

**POST 25/310** : **MEDICAL OFFICER (UROLOGY) (GRADE 1-3) REF NO: MAD 22/2020 (X1 POST)**

**SALARY** : Grade 1: R821 205 – R884 670 per annum  
 Grade 2: R938 964 – R1 026 693 per annum  
 Grade 3: R1 089 693 – R1 362 3660 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.

**CENTRE** : Madadeni Provincial Hospital  
**REQUIREMENTS** : MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year

relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: -Sound knowledge of clinical and patient management skills, human resource management, and information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics. Good communication skills. Punctuality at work when on duty.

**DUTIES**

: Clinical/administrative duties/responsibilities for the urology and basic surgical principles. Implement quality standards and practices and treatment protocols to ensure correct and effective management of patient. Examination, diagnosis and treatment of patients in UROLOGY OPD clinics, casualty, theatre and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education. After- hours participation in call rosters mandatory.

**ENQUIRIES  
APPLICATIONS**

: Dr. Seedat I.A.K Tel No: (034) 328 8000  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION  
NOTE**

: The Recruitment Officer  
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://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.

**CLOSING DATE**

: 13 November 2020

**POST 25/311**

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 18/2020 (X2 POSTS)**  
Department: Medical Component

**SALARY**

: Grade 1: R821 205 – R884 670 per annum  
Grade 2: R938 964 – R1 026 693 per annum  
Grade 3: R1 089 693 – R1 362 3660 per annum  
Other Benefits: Other Benefits: Fixed Overtime (Conditions apply), 18% in-hospitable allowance.

**CENTRE  
REQUIREMENTS**

: Nkandla District Hospital  
: **Grade 1:** Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years' relevant experience after registration as a Medical Officer with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV / AIDS, PMTCT and Tuberculosis.

**DUTIES**

: Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal / ethical considerations and continuity of patient care. Assessment, investigation and management of patients care in Clinics, Wards and ICU, including after-hour service. Participate in Quality Assurance / Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties – functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and services are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV- AIDS and Tuberculosis using the available departmental guidelines.

**ENQUIRIES  
APPLICATIONS**

: Dr. JN Ikwegbue Tel No: (035) 833 5001  
: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION  
NOTE**

: Mrs. SG Masikane  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The 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 a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. 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.). African males are encouraged to apply.

**CLOSING DATE**

: 13 November 2020

**POST 25/312**

: **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND WELLNESS REF NO: G329/2020**  
Cluster: Human Resource Management Services

**SALARY CENTRE REQUIREMENTS**

: R733 257 per annum (Level 11) (An all Inclusive MMS Salary Package)  
: Head Office: Pietermaritzburg  
: A relevant tertiary qualification at NQF Level 7 Plus 3– 5 years' appropriate management experience Plus Unendorsed valid Code B driver's license (Code 8).All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Knowledge of a wide range of core management aspects e.g. people management and leadership, human resources management, and public finance management. Deep knowledge and application of policies and legislative framework applicable to the Health sector and government in general. Knowledge of key stakeholders within the OHS. Knowledge and experience in OHS standards and protocols. Project Management. Computer Literacy. Management Development Training. Verbal and non - verbal communication skills. Ability to interact with various stake holders. Public Speaking and presentation. Financial Management. Project Management.

**DUTIES**

: Manage the development of Departmental policies and strategies on occupational health and safety: Advocate for policy reviews and implementation. Target opinion leaders at all health service delivery levels on the need for policy development and implementation. Conduct policy impact assessment and practicability. Facilitate the capturing of policy changes. Manage the provision of expert advice to all managers in the department at all levels ensuring compliance requirement to OHSA: Establish and participate in occupational health and safety fora to enhance dissemination of information and on the spot advice. Ensure safety drills. Produce OHS protocols and guidelines. Establish health and safety committees at all levels in the department. Manage the mobilisation of practical inter-sectoral allies to ensure health assessment programme of ex- miners: Plan and manage social mobilization interventions to raise awareness. Create a database for all ex-miners. Produce communication and social mobilization plans ensuring awareness for the ex-miners programme. Manage the utilisation of all resources allocated to the subcomponent: People management. Equipment management. Finance management. Furniture management Manage and coordinate occupational health and safety programme in the Department.

**ENQUIRIES APPLICATIONS**

: MR GS Dlamini Tel No: (033) 395 2902  
: Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION NOTE**

: Mr. A Memela  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously

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

- CLOSING DATE** : 13 November 2020
- POST 25/313** : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS REF NO: G330/2020**  
Cluster: Human Resource Management Services
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive salary package)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor Degree in Human/Social/Behavioral Sciences Registration with the relevant professional body Plus Relevant experience in counselling and wellness management Plus A minimum of three to five (3 - 5) years supervisory experience Plus Unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Training And Competencies Required:- Knowledge: Public Service Act/Regulations, Skills Development policies and strategies Departmental/Provincial Policies (Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act) Broad knowledge of Legislation, Policy and Practices Understanding HRM practices in the Public Service Public Service reporting procedures and work environment Labour Relations Act Understanding of research and policy development processes Research and gathering of information Interpretation of legislation, policies and statistics knowledge of relevant HIV and AIDS related legislation, policies and regulations knowledge of the National Strategic Plan for RSA, HIV and AIDS, STI's and Integrated Employee Health and Wellness Framework, structure and functioning of the Department, EHWP Policies Occupational Health and Safety Act\_Skills: Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Problem solving and analytical thinking Strategic planning and co-ordination. Computer skills Financial Management. Team building .Excellent communication (verbal, written and networking). Project management. Presentation and facilitation skills. Motivation/leadership skills. Negotiation skills, Analytical, creative and innovative thinking. Counselling, confidentiality and code of ethics, Decision making, Change / diversity management.
- DUTIES** : Manage Wellness Programmes:-Initiate, participate and provide strategic direction and leadership in the implementation and promotion of Employee Health and Wellness (EHWP) Programmes and interventions. Ensure the provision of Research and advice on EHWP quality standards, policy matters and best practice, and ensure that the quality standards and policy directives are implemented and promoted at all times. Manage the planning processes of EHWP. Ensure compliance to the Employee Health and Wellness Framework. Conduct investigations and report thereon. Facilitate workshops and co-ordinate departmental programs. Monitor implementation by the Regions. Manage HIV / AIDS: Provide strategic and operational leadership of all aspects of the HIV and AIDS programme, inclusive of prevention, care and support, and ARV treatment. Design implementation plans and guidelines for advocacy and awareness programmes in accordance with the Department's strategic plan. Research on advocacy and awareness interventions to improve services and make recommendations for action. Monitor and evaluate implementation of advocacy programmes and develop strategies to address implementation gaps. Develop and coordinate mechanisms to provide support, guidance and technical assistance to the programme.Ensure the promotion of health and wellness of workforce and their families: Ensure promotion of

physical wellness. Ensure promotion of psycho-social wellness. Ensure promotion of organizational culture conducive to wellness Ensure promotion of work-life balance. Develop policies and strategies aimed at improving service delivery: Analyze and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters Ensure implementation of policies and strategies Provide advice and guidance to management regarding the interpretation and implementation of policies. Ensure the effective, efficient and economical management of allocated resources of the Division: Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMSD Manage potential risks and mitigation strategies.

**ENQUIRIES  
APPLICATIONS**

: Mr GS Dlamini Tel No: (033) 395 2902  
: Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 13 November 2020

**POST 25/314**

: **ASSISTANT MANAGER NURSING REF NO: UMZ 04/2020 (X1 POST)**

**SALARY**

: R614 991 per annum Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed requirements) plus 12% rural allowance

**CENTRE  
REQUIREMENTS**

: Umzimkulu Psychiatric Hospital  
: Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the Diploma in Post Basic Psychiatric Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: Knowledge and skills of nursing care procedures, nursing statutes and other relevant legal framework, Nursing Act, Health Act, Occupational health and Safety Act, Labour Relations Act, Public Service regulations, Patient's Right Charter, Batho Pele Principles. Knowledge of National Core Standards, Ideal Hospital Realisation and Infection prevention and control programmes. Excellent communication Skills (written and verbal). Strong leadership, interpersonal skills, conflict management skills, problem solving skills and decision making skills. Presentation skills. Demonstrate basic understanding of Human Resources Management and Financial Management policies and practices. Knowledge of forensic psychiatric nursing. Ability to

		prioritise issues and other related matters and to comply with time frames. Mentorship, supervisory and change management skills. Recommendations: Diploma/Degree in Nursing Administration. Proof of computer literacy (.MS Office software application). A valid driver's license.
<b><u>DUTIES</u></b>	:	To support and supervise the delivery of quality nursing care to patients in psychiatric nursing units , Forensic Psychiatric unit as well as medical and isolation units. Work weekdays and weekends as per service delivery needs. Facilitate the implementation of health priority programmes. Manage resources allocated to the nursing units in an economically, efficient and effective manner. Supervise formulation of standard operation procedures for nursing services. Coordinate the activities and projects of the multidisciplinary health team in provision of safe practices in managing psychiatric cases. Develop Standard Operation Procedures that are in line with the current infection prevention and control practices as well as national core standards. Develop / establish and maintain constructive working relationship with nursing and other stakeholders. Participate in clinical governance and risk management activities. Improve quality of care through reduction of patient and public complaints, patient safety incidents and waiting times. Ensure that accurate reliable statistics and reports are generated. Monitor and evaluate effectiveness of the nursing staff development, infection control and quality assurance and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate and write reports on adverse events and develop action plans for gaps identified. Conduct nursing audits in order to monitor the quality of care. Deal with labour Relations issues pertaining to the units that you supervise. Contribute and participate in clinical governance structures.
<b><u>ENQUIRIES</u></b>	:	Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297.
<b><u>FOR ATTENTION</u></b>	:	Mr EN Bangani
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, recent comprehensive Curriculum Vitae, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR.NB: Certified copies should not be older than three months, not copies of certified copies & faxed, emailed applications will be accepted due to COVID -19 national disaster period & candidates will be expected to provide certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2020. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/315</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY/ PAEDIATRICS &amp; NEONATAL) REF NO: ANM/PAEDS&amp;NEO 01/20 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R614 991 – R692 166 per annum other Benefits: Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) in-hospital Area Allowance (8% of basic salary)
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatrics & Child Nursing Science', with duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate /recognizable nursing experience in the specialty after obtaining the one (1) year post basic qualification in 'Paediatrics & Child Nursing Science' At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificate of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2020). Appropriate/recognizable management experience in a nurse component; attach proof endorsed by your HR Manager. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and its impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts; includes weekends and public holidays.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Paediatrics and Neonatal unit in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Paediatrics and Neonatal. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
<b><u>ENQUIRIES</u></b>	:	Ms CB Zondo Tel No: (031) 907 8508
<b><u>APPLICATIONS</u></b>	:	should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.
<b><u>FOR ATTENTION</u></b>	:	Mrs TZ Makanya
<b><u>NOTE</u></b>	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/316</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (M &amp; E) REF NO: CL 03/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R652 437 per annum
<b><u>CENTRE</u></b>	:	Clairwood hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12, Basic R425 qualification (i.e Degree/Diploma in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse, Minimum of eight (8) years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred above must be appropriate / recognizable experience at management level. Proof of current registration (2020) with SANC as a Professional Nurse. Proof of current and previous work experience endorsed by Human Resource Department (Certificate of Service). Recommendation:

Valid Driver's License code 8 or 10. Knowledge of public service policies Act and regulations. Knowledge of SANC rules and regulations. Good communication leadership, interpersonal and problem solving skill. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organising and supervising. Knowledge of Batho Pele and Patient's Rights. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Sound negotiation, planning, organising, decision making and conflict management skills. Financial Management.

**DUTIES** : Implement the M & E Framework at facility level. Plan and coordinate implementation and monitoring of data quality and assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Consult within the multi – disciplinary health team, organisations and special interest groups when dealing with community health issues and needs. Disseminate information on pandemic, nutritional disease, maternal and infant morbidity and mortality and other common disease. Participate in multi-disciplinary quality assurance task teams. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Facilitate the setting, review and update of patient care standards, policies and procedures. Advocate the right of patients and improvement of health care. Develop and implement quality improvement plan. Implement the nursing act and regulations, code of ethic and professional practice of the South Africa Nursing Council. Analyse staffing needs and develop a plan to meet the needs. Allocate nursing personnel in different units. Monitor the implementation of the EPMDS. Compile and control duty roaster, leave schedules and attendance register. Participate in development of the business plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets.

**ENQUIRIES** : Dr. O Francis Tel No: (031) 451 5180  
**APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberi 4060 or Hand deliver: 1 Higginson Moberi, 4060.

**NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

**CLOSING DATE** : 13 November 2020

**POST 25/317** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 62/2020**  
Khandisa Clinic

**SALARY** : Grade 1: R562 800 per annum, Plus 8% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE** : Ngwelezana Tertiary Hospital  
**REQUIREMENTS** : 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 Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: 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.

**DUTIES**

: Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic 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 clinic 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 development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. 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. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES APPLICATIONS**

: Mrs B.J Kubheka Tel No: (035) 901 7224  
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block.

**FOR ATTENTION NOTE**

: Mr M.P. Zungu  
 : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

: 13 November 2020 (Late applications will not be accepted)

<b><u>POST 25/318</u></b>	:	<b><u>OPERATIONAL MANAGER GR1 (SPECIALTY) CARDIAC CATHETERIZATION LABORATORY REF NO: GS 59/20 (X1 POST)</u></b> Component – Nursing
<b><u>SALARY</u></b>	:	R562 800 per annum + 13 <sup>th</sup> cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg Senior Certificate or Equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife A Post–basic nursing qualification in Critical Care Nursing science or Operating Theatre Nursing Science with a duration of at least 1 year accredited with the SANC Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Recommendation: At least 3 years of experience in a supervisor’s capacity will be an advantage. Knowledge, Skills, Training and Competency Required Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients’ Rights Charter.
<b><u>DUTIES</u></b>	:	Ability to provide professional leadership.Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patient’s Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. To monitor that appropriate immediate care to all patients that have been admitted to the Coronary Care Unit and the Cardiac Catheterization Laboratory. Manage patients needing treatment in the Cardiac Catheterization Laboratory. To develop and ensure implementation of Cardiac Catheterization policies and procedures. To develop and ensure implementation of Coronary Care policies and procedures. To assess, plan and monitor the care of patients requiring critical care monitoring and interventions. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for a Coronary Care Unit and the Cardiac Catheterization Laboratory. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reportsParticipate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including National Priority Program Plans. Initiation and performance of research is optional
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs KT Mckenzie Tel No: (033) 897 3331 Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.



**FOR ATTENTION NOTE**

: Mrs. M. Chandulal  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 59/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE**

: 13 November 2020

**POST 25/319**

: **ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION REF NO: NKAH 19/2020**  
Department: Monitoring and Evaluation

**SALARY**

: R562 800 – R633 432 per annum, 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

**CENTRE REQUIREMENTS**

: Nkandla District Hospital  
: Senior Certificate / Grade 12. Degree/Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwife. Proof of registration with SANC as General Nurse and Midwife. A minimum of eight (8) years appropriate /recognisable experience in nursing after registration as professional nurse with SANC in General nursing of which at least three (3) years of this period referred to above must be appropriate/recognisable experience at a management level. Current SANC receipt (2020). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendations Quality Assurance and/or Infection Prevention and Control in a Health Care environment will be an added advantage. A valid code EB (08) drivers license Experience in the monitoring and evaluation environment will be an added advantage Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Knowledge of Batho Pele and Patients' Rights. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and problem solving.

**DUTIES**

: Administer and facilitate the implement of an integrated and evaluation framework fully aligned to National, Provincial and Departmental performance reporting requirements. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tool. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and district health plan. Analyze 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 as well as feeder facilities (clinics). Develop budget estimates for the planning, monitoring and evaluation unit as well as efficient management of resources allocated to the Planning, Monitoring and Evaluation unit. Ensure implementation of the total quality management framework. Enforce compliance to legislative prescripts in all

units within the facility jurisdiction. Co-ordinate staff training and initiative for ensuring service excellence. Oversee quality, communication, infection prevention and control. Implement the monitoring and evaluation framework at facility level.

- ENQUIRIES APPLICATIONS** : Dr. JN Ikwegbue Tel No: (035) 8335001
- : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855.
- FOR ATTENTION NOTE** : Mrs. SG Masikane
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB**: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The 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 a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. 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.)
- CLOSING DATE** : 13 November 2020
- POST 25/320** : **MEDICAL SPECIALIST SESSIONAL GRADE1-3 (ENT) REF NO: SPEC/SESS ENT 01/2020 (X1 POST)**
- SALARY** : Grade 1: R532 - R553 280 per annum  
Grade 2: R608 - R632 320 per annum  
Grade 3: R706 - R734 240 per annum
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – ENT
- : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of SA as a Medical Specialist (HPCSA) Proof of current (2020) registration as a Medical Specialist with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Officer  
**Grade 1:** Medical Specialist **Grade 1:** No experience required Medical Specialist **Grade 2:** 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist. Medical Specialist **Grade 3:** 10 year's registration experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and Policies.
- DUTIES** : to execute prescribed duties and functions proficiently while maintaining the standard of patient care consistent with aims and objectives of the institution. Offer a comprehensive quality care service to patients to work within the prescripts of current guidelines, protocols and policies to perform duties in accordance with departmental allocations.
- ENQUIRIES** : Dr M Aung Tel No: (031) 907 8317

**APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060.

**FOR ATTENTION NOTE** : Mrs TZ Makanya  
Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 13 November 2020

**POST 25/321** : **CLINICAL PROGRAMME COORDINATOR: COMMUNICABLE DISEASES REF NO: UMG01/77/20**

**SALARY** : Grade I: R444 276 – R500 031 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions

**CENTRE REQUIREMENTS** : Umgungundlovu District Office  
Matric (National Senior Certificate), Bachelor's Degree/National Diploma in Nursing Current registration with the South African Nursing Council. A minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in primary health care environment. Valid Driver's License. Computer literacy with a proficiency in MS Office Software applications. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Notifiable Medical Conditions Surveillance, Expanded programme of Immunization info software programme, Epidemiology, Project management skills, Strong interpersonal, communication and presentation skills, Basic Financial Management, An understanding of the challenges facing the Public Health Sector.

**DUTIES** : Monitor and evaluate the implementation of the CDC Programme. Manage determination of clinical protocols and practices to treat outbreak of communicable diseases in the district. Ensure establishment of a series of indicators and reporting system which will enable the monitoring and rapid response to specific communicable diseases. Oversee the monitoring of the district expanded programme for Immunization (EPI) to ensure that known disease strain are eliminated. Ensure that internal and external role player are adequately empowered to treat every known threat by communicable diseases. In conjunction with external role players, determine monitoring and reporting indicators of communicable diseases. Ensure effective and timely response to all communicable diseases. Coordinate the implementation of epidemic preparedness and response. Monitor and evaluate all surveillance systems, develop and implement necessary interventions. Co-ordinate training with regard to all CDC programme, advocacy policy and guidelines across the district. Render advisory service of senior management on communicable diseases matters. Ensure the effective and efficient utilization of resources.

**ENQUIRIES APPLICATIONS** : Mr SW Mbambo Tel No: (033) 897 1000  
All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).  
Human Resource Practices

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

**CLOSING DATE** : 20 November 2020

**POST 25/322** : **OPERATIONAL MANAGER NURSING REF NO: UMZ 05/2020 (X1 POST)**

**SALARY** : R444 276 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed requirements) plus 12% rural allowance

**CENTRE** : Umzimkulu Psychiatric Hospital

**REQUIREMENTS** : Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resources Management and Financial Management policies and practices. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

**DUTIES** : To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (e.g. inter- sectoral and multi – disciplinary team). Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Comply with EPMDs. Deal with grievance and staff discipline in terms of laid down policies and procedures. Ensure compliance to National Core Standards and Infection Prevention and Control policies. Formulate quality improvement programmes and projects to improve quality of care. Provide safe therapeutic environment as laid down by the Nursing Act, Occupational health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patients safety incidents according to departmental policy.

**ENQUIRIES** : Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101

**APPLICATIONS** : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297

**FOR ATTENTION** : Mr EN Bangani

**NOTE** : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, recent comprehensive Curriculum Vitae, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR. NB: Certified copies should not be older than three months, not copies of certified copies. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2020. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 20 November 2020

**POST 25/323**

: **OPERATIONAL MANAGER NURSING GR 1 (GENERAL) REF NO: GS 58/20 (X1 POST)**

Component – Nursing: Surgical Ward

**SALARY**

: R444 276 per annum + 13<sup>th</sup> cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements).

**CENTRE**

: Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

: Senior Certificate or equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation: At least 3 years of experience in a supervisor's capacity will be an advantage. Knowledge, Skills, Training and Competency Required Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter.

**DUTIES**

: Ability to provide professional leadership Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. To monitor waiting times for clinic areas and for elective cases Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, and Quality Improvement initiatives including national priority program plans.

**ENQUIRIES**

: Mrs KT Mckenzie Tel No: (033) 897 3331

**APPLICATIONS**

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

**FOR ATTENTION**

: Mrs. M. Chandulal

**NOTE**

: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 58/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 13 November 2020

**POST 25/324** : **OPERATIONAL MANAGER GENERAL STREAM – GYNAECOLOGY CENTREPORT SHEPSTONE REGIONAL HOSPITAL REF NO: PSH 40/20 (X1 POST)**

**SALARY** : R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital  
 : Matric certificate. Degree/Diploma certificate in General Nursing and midwifery Current registration with South African Nursing Council as a registered nurse and midwife/accoucher. Current SANC Receipt for 2020. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a General Nurse and midwife in a hospital environment. Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills and Experience Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counseling, teaching, mentorship and supervisory skills. Basic financial management skills Knowledge of Code of Conduct, Labour Relations and related policies.

**DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner on night duty Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence Participate and ensure implementation of National Core Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met Demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation Ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures Take charge ship of hospital after hours in the absence of senior management Ensure efficient data flow and information management Maintain client and staff satisfaction through setting and monitoring of service standards Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

**ENQUIRIES** : Mrs TG Mkhize Tel No: (039) 688 6117or Ms NC Radede Tel No: (039) 688 6000

**APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION** : Mr. ZM Zulu

**NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

**CLOSING DATE** : 13 November 2020

**POST 25/325** : **CLINICAL PROGRAM COORDINATOR (TRAINING CENTRE) PORT SHEPSTONE REGIONAL HOSPITAL REF NO: PSH 39/20 (X1 POST)**

**SALARY** : R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital  
: Matric/Senior Certificate Diploma in General Nursing and Midwifery & Registration with the SANC as a General Nurse and Midwife or Accoucher One year qualification in nursing education At least 7 years' experience as a professional nurse and midwife Current SANC receipt for 2020 Attach proof of working experience endorsed by Human Resource Department/ Employer N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Recommendation A one year qualification in nursing administration would be an added advantage Knowledge, Skills And Experience Knowledge of Public Service Policies, Acts and Regulations Knowledge of SANC Acts, rules and regulations Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks Good communication skills – verbal and written Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills Good facilitation skills Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes. Responsibilities / Kra's Plan and coordinate clinical placements jointly with Nursing Education Institution (NEI) Organise training of preceptors in consultation with NEI/HEI Organise and chair monthly clinical Coordination meetings Supervise and monitor schedule of work of all preceptors Manage clinical placements electronically using relevant software; record keeping of clinical training outcomes and nurse competence Maintain compliance with south African Nursing council (SANC) and CHE requirements with regard to clinical training Develop and monitor a quality assurance system for clinical training Develop and implement standard Operating procedures in relation to clinical training Assist college staff with planning for clinical assessments Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

**ENQUIRIES** : Mrs TG Mkhize Tel No: (039) 688 6117 or Ms NC Radede Tel No: (039) 688 6000

**APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION NOTE** : Mr. ZM Zulu  
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE** : 13 November 2020

**POST 25/326** : **CLINICAL PROGRAMME COORDINATOR (HIV/AIDS) REF NO: ETH 18/2020 (X1 POST)**

**SALARY** : Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS** : EThekweni District Office  
: Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision

or management experience in a HAST unit. NIMART Training and Proof of Computer literacy. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

**DUTIES** : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

**ENQUIRIES APPLICATIONS** : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: (031) 2405313  
: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://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.

**CLOSING DATE** : 16 November 2020

**POST 25/327** : **OPERATIONAL MANAGER NURSING (GENERAL) (NIGHT DUTY) REF NO: MAD 20/2020 (X3 POSTS)**

**SALARY** : Grade 1: R444 276 – R500 031 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Madadeni Provincial Hospital



- REQUIREMENTS** : Operational Manager Nursing. Basic R425 Degree/Diploma in General Nursing midwifery A minimum of 7 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current registration with SANC (2020) Certificate of service from previous and current employer endorsed and stamped by H.R. Knowledge, Skills and Competencies required: - Leadership, management, planning organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies, and procedures governing health care service delivery especially the forensic unit. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, labour relations and related policies.
- DUTIES** : Ensure adequate Coverage and Supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, Patients' rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stake holders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure effective data management at night. Ensure all night services are coordinated.
- ENQUIRIES** : Ms. Z.E Gumede Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://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.
- CLOSING DATE** : 13 November 2020

<b><u>POST 25/328</u></b>	:	<b><u>SESSIONAL MEDICAL SPECIALIST: GRADE 1/2/3: REF NO: HRM 42 – 01 POST</u></b> Directorate: Dept. of Orthopaedics – 16 hours per week
<b><u>SALARY</u></b>	:	Grade 1: R442 624 per annum Grade 2: R505 856 per annum Grade 3: R587 392 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Edward VIII Hospital (KEH) <b>Grade 1</b> 0-5 years' experience <b>Grade 2</b> 5-10 years' experience <b>Grade 3</b> (10 years or more)MBCHB or equivalent Plus Registration Certificate with the HPCSA as a Specialist in Orthopedics Surgery Plus, Annual renewal certificate with HPCSA (2020/2021), Proof of current and previous work experience endorsed by HR (certificate of service) Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics Surgery, Knowledge of current Health and Public Service Legislation, Regulations and policy including medical ethics, epidemiology and statistics, Good communication, leadership, decision making and clinical skills, Ability to teach doctors, students and participate in continuing professional development.
<b><u>DUTIES</u></b>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, Provide a full package of services including complex Orthopedics cases, Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, Manage performance of junior staff within area of control, Align clinical service delivery plans and priorities with hospital plans and priorities, Undertake appropriate clinical audit to monitor performance of the service, Accept delegated responsibility from the Clinical Head of the unit, Liaison with Clinical Head regarding service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. S. Ramji Tel No: (031) 360 3854 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities should feel free to apply for the posts.)
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/329</u></b>	:	<b><u>MEDICAL OFFICER – SESSIONAL (20 SESSIONS PER WEEK) REF NO: CL 06/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R410 800 per annum Grade 2: R470 080 per annum Grade 3: R544 960 per annum
<b><u>CENTRE</u></b>	:	Clairwood hospital

- REQUIREMENTS** : Matric/Grade 12 Certificate, MBChB degree or equivalent qualification PLUS Proof of current registration with HPCSA as a Medical Practitioner. Certificate of registration with HPCSA as a Medical Practitioner. Certificate of service from Current/previous employers stamped by HR must be attached. **Grade 1** Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Knowledge of current health legislations and policies at public institutions. Knowledge national quality standards relating to primary health care. Sound knowledge of national TB programme and ARV programme including STIs and PMTCT. Sound knowledge of Pediatrics would be an added advantage. Good research and presentation skills. Information management and quality assurance programmes. Ability to function with Multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.
- DUTIES** : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centered care. Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Hands over critically ill patients to the doctors on call after hours and on the weekends. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health institutions.
- ENQUIRIES** : Dr. B.G Mabaso Tel No: (031) 451 5181
- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060.
- NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL: 06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.
- CLOSING DATE** : 13 November 2020

**POST 25/330** : **ULTRASOUND RADIOGRAPHER GRADE 1 / 2 OR 3 REF NO: ULTRA/RAD 02/2020 (X1 POST)**

**SALARY** : Grade.1: R395 703 – R452 445.per annum  
Grade.2: R466 119 – R532 959.per annum  
Grade 3: R549 066 – R591 510.per annum  
Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (12% of basic salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Ent  
: Qualification; Registration and Experience Appropriate qualification that allows for the required registration with the HPCSA in Ultrasound Radiography. Certificate of Registration with the Health Professional Council South Africa (HPCSA) as a Ultrasound Radiographer (Independent Practitioner). Current registration confirmation / annual practice with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Ultrasound Radiographer Experience **Grade 1:** Four (04) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer. **Grade 2:** Fourteen (14) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer, of which ten (10) years must be after registration in Ultrasound Radiography. **Grade 3:** Twenty four (24) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer, of which twenty (20) years must be after registration in Ultrasound Radiography. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department. Knowledge, Skills, Training and Competency requirements: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Sound knowledge of diagnostic radiography procedures and imaging, including computerized radiography (CR) Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations; safety measures and policies. Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate. Sound communication, interpersonal and problem solving skills.

**DUTIES** : Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: gynecological scans with complicated pathology, pediatric and detailed obstetric anomaly scans. Provide correct interpretation of all ultrasound scans: compile comprehensive reports as required in working environment. Provide a high quality diagnostic service according to patient's needs, while adhering to safe radiation protection standards. Execute all clinical procedures competently with computed radiography whilst adhering to protocols and practices and techniques and prevent complications. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby Duties. Promote good health practices and ensure optimal care of the patients. Provide assistance, supervision and training to junior staff and students. Play an active role in the implementation of quality improvement programmes and National Core Standard and Ideal Hospital.

**ENQUIRIES** : MRS B Gcazatel Tel No: (031) 907 8118 / 8287

**APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION** : Mrs TZ Makanya

**NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 13 November 2020

**POST 25/331** : **CLINICAL NURSE PRACTITIONER (OLIVIERSHOEK CLINIC) REF NO: EMS/30 /2020**  
Re-Advert

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 13<sup>th</sup> Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures.

**DUTIES** : Implementation of programmes to ensure proper nursing care , Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose , treat and dispense medication , Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs , requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

**ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: (036) 488 1570 Ext: 8312  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

**CLOSING DATE** : 20 November 2020

**POST 25/332** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/PAEDIATRICS) REF NO: PN/PAEDS 02/2020) (X4 POSTS)**

**SALARY** : Grade.1: R383 226 – R444 276.per annum  
Grade 2: R471 333 – R579 696.per annum  
Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Prince Mshiyeni Memorial Hospital</p> <p>: Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse .A post basic qualification in either 'Paediatrics/Child Nursing Science', with duration of at least <u>1</u> year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification)Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of <u>4</u> years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment and Experience Requirements: Professional Nurse <b>Grade.2</b> Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Paediatrics / Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus <u>1</u> year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.</p>
<b><u>DUTIES</u></b>	<p>: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence &amp; transport will be paid to candidates when attending the interviews</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Ms TN Khumalo Tel No: (031) 907 8133</p> <p>: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.</p>
<b><u>FOR ATTENTION NOTE</u></b>	<p>: Mrs TZ Makanya</p> <p>: NB: Please note that due to financial constraints, there will be no payment of S&amp;T Claims.</p>
<b><u>CLOSING DATE</u></b>	<p>: 13 November 2020</p>
<b><u>POST 25/333</u></b>	<p>: <b><u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/NEONATAL) REF NO: PN/NEO 01/2020 (X1 POST)</u></b></p>
<b><u>SALARY</u></b>	<p>: Grade.1: R383 226 – R444 276.per annum</p> <p>: Grade.2: R471 333 – R579 696.per annum</p>

Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE  
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital  
: Professional Nurse **Grade.1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science / Advanced Midwifery & Neonatal Nursing Science/ Critical Care Nursing', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science/ Advanced Midwifery and Neonatal Nursing Science / Critical Care Nursing', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification)Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary 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) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.

**ENQUIRIES  
APPLICATIONS**

: Ms TN Khumalo Tel No: (031) 907 8133  
: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION  
NOTE**

: Mrs TZ Makanya  
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**

: 13 November 2020

<b><u>POST 25/334</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY NURSING CRITICAL CARE REF NO: GS 57/20 (X1 POST)</u></b> Component – Nursing
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum, Plus 13 <sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R471 333 per annum, Plus 13 <sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality <b>Grade 2:</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing .At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant speciality. Senior Certificate or equivalent Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing One (1) year post basic qualification in Critical Care ( Speciality in Critical Care) Current registration with SANC as General Nurse and relevant speciality (2020 receipt Recommendation: Relevant experience in Intensive Care Unit will be an added advantage Knowledge, Skills, Training and Competency Required Knowledge of Public Service Policies, Acts and Regulations Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation skills Ability to function within a team Skills in organizing, planning and supervising Knowledge of Batho Pele principles and Patients' Rights Charter.
<b><u>DUTIES</u></b>	:	Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs KT Mckenzie Tel No: (033) 897 3331 Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs. M. Chandulal Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 57/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13 <sup>TH</sup> November 2020
<b><u>POST 25/335</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY (PAEDIATRICS) REF NO: MBO 14/2020) (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 - R444 276 per annum Grade 2: R471 333 - R579 696 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbongolwane District Hospital Senior certificate/Matric or equivalent. National Diploma/Degree in General Nursing or equivalent qualification Current Registration with SANC as Professional Nurse with Child Nursing Science (2020 receipt).Certificate of service or verification of qualification endorsed by Human Resource Department. A Post Basic nursing qualification with a duration of at least 1 year



accredited with SANC in Child Nursing Science. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science. One (1) year post basic qualification in Child Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate /recognizable experience in nursing after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in Child Nursing Science after obtaining the one year post basic qualification in the relevant speciality working in Peads ward. Knowledge, Skills, Training and Competencies Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Able 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 awareness and willingness to respond to patient's needs requirements and expectations (Batho-Pele). Knowledge of National Core Standards

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (Clinical Practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the institution. Assist with performance reviews (EPMDS).

**ENQUIRIES** : Mrs SI Mkhwanazi Tel No: (035) 4766242  
**APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

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

**CLOSING DATE** : 13 November 2020

**POST 25/336** : **CLINICAL NURSE PRACTITIONER (DUKUZACLINIC) REF NO: EMS/ 31/2020**  
 Re-advert

**SALARY** : R383 226 – R444 276 per annum, Plus 13<sup>th</sup> Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE** : Emmaus Hospital  
**REQUIREMENTS** : Grade 12/ Standard 10 Basic R425 Qualification (i.e Diploma/Degree )in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery Post Basic Diploma in

Clinical Nurse SANC as a General and Primary Health Care SANC receipt (2020) Experience **Grade 1** Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science **Grade 2**: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / reorganization experience after obtaining the 1 year post –basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients’ Right Charter ,Labour Relations Act , Grievance procedure ect. Leadership ,organizational decision making and problem solving ,conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part a multi-disciplinary tem to achieve vision of Dukuza Clinic Report writing and tome management Ability to provide mentoring and coaching to her/his supervisees Good communication and interpersonal skills Ability to work under pressure Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be an advantage.

**DUTIES** : Provide quality comprehensive Primary Health Care promoting preventative, curative and rehabilitative service for the client and community Always promoting scientific quality nursing care by function as a therapeutic team Coordinating between Hospital and community and preventing medico-legal hazards Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account Ensure Batho Pele Principles are implemented Responsible for screening, diagnosis and management of patients at PHC Level. Actively participate in Outreach Campaigns Implement infection prevent and control policies and guidelines Ensure efficient and economical utilization of all resources To promote youth friendly service Effective data management Ensuring 90/90/90 strategy is implemented. Implementation of CCMDD and synch.

**ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: (036) 488 1570 EXT: 831  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.  
**CLOSING DATE** : 20 November 2020

**POST 25/337** : **CLINICAL NURSE PRACTITIONER REF NO: SAHCLIN 09/2020 (X1 POST)**

**SALARY** : Grade 1: R383 226.per annum  
Grade 2: R471 333.per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrew’s Hospital: Harding Clinic  
: Senior Certificate. Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1**: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing.

**Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

**DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

**ENQUIRIES** : Mrs VV Ncume Tel No: (039) 4331955 EXT 286  
**APPLICATIONS** : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with disability and African male are encouraged to apply  
**CLOSING DATE** : 13 November 2020

**POST 25/338** : **CLINICAL NURSE PRACTITIONER REF NO: SAHWEZA 10/2020 (X1 POST)**

**SALARY** : Grade 1: R383 226.per annum  
 Grade 2: R471 333.per annum  
 Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrew's Hospital: Weza Clinic  
 : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

**DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and

keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

**ENQUIRIES** : Mrs VV Ncume Tel No: (039) 4331955 EXT 286  
**APPLICATIONS** : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with disability and African male are encouraged to apply  
**CLOSING DATE** : 13 November 2020

**POST 25/339** : **CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 6 /2020**

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

**CENTRE** : Gamalakhe CHC  
**REQUIREMENTS** : STD 10 Certificate Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2020 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:- **Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies 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 Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. 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.

**DUTIES** : Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Execute disciplinary code and grievance procedure at his/her level. Assist in conducting orientation and induction to all new staff members. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in clinical records audits, PPIP and CHIPP as well as conducting ESMOE drills. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments.

**ENQUIRIES** : Mrs P.N Kuboni Tel No: (039) 318 1113  
**APPLICATIONS** : Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249.  
**FOR ATTENTION** : Human Resource Department  
**CLOSING DATE** : 13 November 2020

**POST 25/340** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/03/20 (X5 POSTS)**

**SALARY** : Grade1: R383 226 – R444 276.per annum  
Grade 2:R471 333 – R579 696 per annum

Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE  
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital  
: Professional Nurse **Grade.1** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 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 (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. **NB:** For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary 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) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research .Provision of support to nursing services .Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. **NB-**Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this, may occur in the instance of staff shortages experienced in any nurse component Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews. **NB:** Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES  
APPLICATIONS**

: Ms SS Buthelezi Tel No: (031) 9078323  
: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION  
CLOSING DATE**

: Mrs J Murugan  
: 13 November 2020

**POST 25/341** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/THEATRE) REF NO: PMMH/PN/OT/02/20 (X3 POSTS)**

**SALARY** : Grade.1:R383 226 – R444 276.per annum  
Grade.2: R471 333 – R579 696.per annum  
Other Benefits Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: Professional Nurse **Grade.1** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 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 (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES APPLICATIONS** : Ms TN Khumalo Tel No: (031) 907 8263  
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeini; 4060.

**FOR ATTENTION CLOSING DATE** : Mrs J Murugan  
: 13 November 2020

**POST 25/342** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/CRITICAL CARE) REF NO: PMMH/PN/CCU/02/20 (X3 POSTS)**

**SALARY** : Grade.1: R383 226 – R444 276.per annum

Grade.2: R471 333 – R579 696.per annum

Other Benefits Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital  
: Professional Nurse **Grade.1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Critical Care Nursing - General', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Critical Care Nursing - General, with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 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 (i.e. Critical Care) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES APPLICATIONS**

: Ms AD Mhlongo Tel No: (031)907 8203  
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060.

**FOR ATTENTION CLOSING DATE**

: Mrs J Murugan  
: 13 November 2020

**POST 25/343**

: **ASSISTANT DIRECTOR: HRM REF NO: ZUL 04/2020**

**SALARY**

: R376 596 per annum plus 13<sup>th</sup>. Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS**

: Zululand Health District office, Ulundi  
: Senior Certificate (Grade 12) A Bachelor Degree/National or Diploma in HR Management /Public Management. A minimum of 3-5 years supervisory

experience in Human resource environment. Proof of valid driver's license. Proof of computer literacy. Persal certificates Proof of current or previous work experience endorsed and stamped by Human Resource. Knowledge, Skills, Training And Competences Required. Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulation in HR Management. Sound communication, Analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development system Labour Relation , Human Resource Development, Disciplinary Code and Grievance Procedures. Sound knowledge of Persal and Financial Management. In depth knowledge of all relevant Acts, Policies, Regulations.

**DUTIES** : Manage Human Resource Planning, Development and EPMS in support of service delivery imperative Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and wellness Programme in order to enhance employees' production, safety and morale. Manage the development ,implementation and monitoring of a Human Resource Risk Management plan in order` to mitigate and eliminate risk .Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and polices Manage Labour Relations matter ensure effective employment relations. Manage Labour Relations matters ensure effective employment relations. Supervise staff and manage day to day functioning of Human Resource Department in the District Office to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resource allocated to the institution including development of staff. Develop Human Resource Plan and Equity Plan for the District Office and ensure that they are put into practice. African males are encouraged to apply.

**ENQUIRIES** : Mr S.V Vilakazi Tel No: (035) 8740601  
**APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838 Tel No: (035) 8740651

**FOR ATTENTION** : Ms SA Mthembu  
**NOTE** : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

**CLOSING DATE** : 20 November 2020

**POST 25/344** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CL 02/2020 (X1 POST)**

**SALARY** : R376 596 – R454 920 per annum  
**CENTRE** : Clairwood hospital  
**REQUIREMENTS** : Senior Certificate/Grade 12, A Bachelor Degree/National Diploma in Human Resource Management/Public Management/Public Administration, A minimum of 3-5 years' experience in Human Resource Department of which 3 years must be at supervisory level. Proof of previous and current work experience endorsed and stamped by Human Resource Department. (Certificate of service), Applicants must submit confirmation letter of relevant experience from their Supervisors in an official letterhead of the employer when they apply. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management



and Development. Systems, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

**DUTIES** : Manage all human resource components i.e.HR Practices, HR Planning and Development. Staff Relations and Employee Wellness in the Hospital in order to ensure that high quality of service is being provided. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of Health. Develop and implement effective human resource policies within guidelines set by the Provincial Department of Health. Ensure proper compilation of workplace skills plan. Ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements .Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Ensure that EAP programmes are known within the institution. Attend to staff wellness and occupational health and safety of the institution. Develop all Human Resource Plans and Employment for the hospital and ensure that are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standards Plan, monitor and control the use of budget and equipment allocated to Human Resource component. Ensure proper management of risk within the Human Resource Components.

**ENQUIRIES** : Dr. O Francis: Tel No: (031) 451 5180

**APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberni 4060 or Hand deliver: 1 Higginson Moberni 4060.

**NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

**CLOSING DATE** : 13 November 2020

**POST 25/345** : **ASSISTANT DIRECTOR: HRM REF NO: MURCH 06/2020 (X1 POST)**

**SALARY** : R376 596.per annum. Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital  
**REQUIREMENTS** : Matric (grade12). Degree/National Diploma in Human Resource Management/Public Management. 3-5 years' experience in Human Resource Component, of which three (03) years must be supervisory level. A valid code B (08) drivers licence. Proof of current and previous work experience endorsed and stamped by Human Resources Manager. Recommendations: Knowledge of Persal System and Computer literacy (MS Word, MS Excel, MS PowerPoint) Knowledge, Skills And Competencies: Broad knowledge and understanding of

		Human Resource Management. In-depth knowledge of relevant acts, policies, regulations in Human Resource Management. Sound knowledge of Persal, project and financial management. Sound decision making, planning and leadership skills. Good communication (verbal and written) skills.
<b><u>DUTIES</u></b>	:	Management of day-to-day functioning of Human Resource Department (Labour Relations, HR Practices, Employee Wellness, HR Development & Planning) in the hospital to ensure the rendering of high quality services. Participate in the development of Human Resources policies that are in line with HR strategies of the department and ensure that they are implemented. Management and control of compensation of employee's budgets and resources allocated to Human Resources component. Plan Control and monitor personnel budget and expenditure for the entire institution. Develop Human Resource Plan and Employment equity plan for the hospital and ensure that they are put into practice. Identify training needs and ensure the implementation of in-service training programmes. Promote efficiency in a manner which financial and human resources are utilized in HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the hospital and attached clinics. Promote and maintain labour peace within the institution and also represent the institution at conciliation and arbitration sittings Advise managers and supervisors on all Human resources management matters to ensure that they conform to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the institution and district wide Attend institutional, district and provincial meetings.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr JVV Kalala Tel No: (039) 6877311 ext. 106 Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 1/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/346</u></b>	:	<b><u>PROFESSIONAL NURSE (QUALITY) (GRADE 1-2) REF NO: MAD 21/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 – R362 865 per annum Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Madadeni Provincial Hospital Professional Nurse (general) (Grade 1) Basic R425 Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a professional nurse. Proof of current registration with SANC (2020). One (01) year post basic

in Critical Care Nursing Science. A one (1) year post basic in Critical Care Nursing Science. A minimum of 4 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Professional Nurse (General) (Grade 2) Basic R425 Degree/Diploma in general or equivalent qualification that allows registration with the SANC in professional Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least ten (10) years of the period referred above must be appropriate/ recognizable experience after obtaining post basic qualification in Critical Care Nursing Science. Certificate of service from previous and current employer endorsed and stamped by H.R. Knowledge, Skills and Competencies required: - A strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with the time frames. High level of accuracy. Depth knowledge of acts, policies, procedure, prescriptions and legislations.

**DUTIES**

: Work as a multi-disciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and surveys monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Ensure implantation of national and provincial initiatives (patient right charter, Batho Pele programmes) etc. Assist in promotion of quality improvements initiatives at institutions. Assist in monitoring and evaluate compliance to the national and provincial quality programmes e.g norms and standards for the PHC and district hospital package of care. Provide advice on various aspects of quality care to the institution. Identify, facilitate and coordinate all QIP's. Assist in monitoring all quality improvements initiatives at the institution and disseminate information with regards to these practices. Monitor, evaluate and report on the delivery of quality care clinical care at institutional level including clinical care, waiting times and client experiences at institution and PHC facilities. Promote a quality assurance culture within the institution. Assist the development of appropriate intervention programmes which support the attainment of quality compassionate patient care.

**ENQUIRIES**

**APPLICATIONS**

: Ms. Z.E Gumede Tel No: (034) 328 8137  
 : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION**

**NOTE**

: The Recruitment Officer  
 : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://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.

**CLOSING DATE**

: 13 November 2020

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

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: The Executive Manager, Human Resources Management, Private Bag X5016, Kimberley, 8300 Or hand deliver: JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Ms. R. Booyesen
- CLOSING DATE** : 13 November 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed applications will be accepted. All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.  
**ERRATUM:** Kindly note that the following X2 Posts were advertised in Public Service Vacancy Circular 24 dated 16 October 2020, The Job Title for the one post has been amended as follows (1) Manager: Provincial Research Services and Development– Governance not Economic with Ref No: DD/PRSD/01/2020. The closing date is 30 October 2020.

**OTHER POST**

- POST 25/347** : **MANAGER: EMPLOYEE HEALTH AND WELLNESS REF NO: MAN/EHWP/2020**  
Re-Advertisement this is a re-advertisement of the post of Manager: Employee Health and Wellness All candidates that applied previously don't have to re-apply.
- SALARY** : R733 257 – R863 748 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : A registered Clinical Psychologist or Social Worker or Counsellor coupled with 5-10 years' experience in workplace counselling, workplace health programmes and interventions. Proof of registration with the relevant professional councils (Health Professions Council of South Africa (HPCSA) or South African Council of Social Services Professions (SACSSP). Proof of payment of annual registration fees (HPCSA/SACSSP) for 2020/2021 Candidates must also have a minimum of 5 years junior management experience in the Employee Health and Wellness field. The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. The incumbent will have to maintain a strict code of confidentiality and maintain professional standards at all times. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential. Knowledge And Experience: The following key competencies will serve as a strong recommendation: Proven skills in research as well as data and information management will serve as a strong recommendation. Dynamic thought leader in the field of health promotion. Excellent track record in the implementation of evidence based workplace health programmes. A degree in employee assistance programmes will be an advantage.
- DUTIES** : The successful candidate will manage the rendering of Employee Health and Wellness services relating to health matters which will include the following: The rendering of a consultation service; the assessment of health and psychosocial problems (that is psychological; somatic; HIV/AIDS related, etc). The referral of cases when necessary. The monitoring of occupational health and safety matters. Design systems that manage employee health and wellness strategies, plans and policies. Implement evidence based workplace

**ENQUIRIES**

health programmes that promote the well-being of employees. Design information systems to track ill-health determinates, with corresponding health risk reduction actions. Continuous monitoring and follow-up of cases. Liaison with stakeholders within the programme.

: Mr. B. Thekisho Tel No: (053) 838 2469

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1 <sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
<b><u>FOR ATTENTION</u></b>	:	Kegomoditswe Makaota.
<b><u>CLOSING DATE</u></b>	:	13 November 2020 at 15H30
<b><u>NOTE</u></b>	:	Applications must be accompanied by a signed and dated Z83. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s)/required documents, and Identity document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> .

**OTHER POSTS**

<b><u>POST 25/348</u></b>	:	<b><u>DEPUTY DIRECTOR: TRANSPORT TERMINAL REF NO: 02/2020/21</u></b> Chief Directorate: Transport Operations
<b><u>SALARY</u></b>	:	R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The Successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mahikeng Airport Grade 12 or equivalent plus three (3) year National Diploma or Bachelor's Degree in Aviation Management/Transport Economics/Economics/Public Administration/Business Management and other equivalent qualification. Five (5) to Ten (10) years' experience in Aviation environment, three (3) years must be at Junior Management (Assistant Director Level) at airport environment. Valid driver's license. Knowledge: Airport Management. PFMA. Human Resource Practices. Labour Relation Practices. Public Management and Administration. SACAA and ICAO regulations. Project Management. Quality control. Airport Safety and Security. Skills: Creativity. Innovation. Team work. Good interpersonal relationship. Written and verbal communication (report writing, presentation, etc). Planning, Control and organising. Computer literacy. Problem-solving. Negotiations. People Management. Effective Leadership.

**DUTIES** : Ensure compliance with the South African Civil Aviation Authority (SACAA) regulations and other guidelines. Manage personnel and operational activities of Airport facility. Monitor and manage all expenses within the approved budget. Provide training to Airport staff in safety and emergency procedures. Ensure customer complaints are handled and resolved in accurate and timely manner. Follow government rules and regulations for Airport operations. Guide and manage Airport operational and maintenance personnel. Manage recruitment, training, workload assignment, performance review, appraisal and promotions for Airport staff. Assist in preparing annual budget for Airport operations. Review and revise Airport safety and security plans as needed. Develop and implement safety policies and practices for employees. Ensure inspection of runway grounds and lighting on regular basis. Ensure Airport facility is kept clean, safe and secure. Ensure Airport facilities and equipments are in good working order. Ensure good working relationships with all stakeholders such as ATNS, SARS, SAPS, DHA, and community leaders.

**ENQUIRIES** : Mr O Baikgaki Tel No: (018) 200 8074/5

**POST 25/349** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: 03/2020/21**  
Directorate: Supply Chain Management

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 or equivalent plus an appropriate Bachelor's Degree or National Diploma in Supply Chain Management/Financial Management environment or related. Three (3) to five (5) years' experience in acquisition or contract management, at least 2 years' experience in supervisory level. Valid driver's license. Knowledge: Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BEE and Treasury Regulations. Knowledge of Walker/BAS. Skills: Strong communication, report-writing and technical skills. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities.

**DUTIES** : Implementation of Contract Management System. Advise the End-User of the procurement process that may need to be followed, the risk thereof as well as the required approvals in the event there is a need for contract variations and extension. Facilitates the negotiation process as well as the signing of the contract. Register the contract on the contract register and regularly update on contract spent and performance. With the assistance of the End-user is further responsible for contract document management. Submit a contract register to the Provincial Treasury. Maintain and update contract register. Manage the key responsibility areas of the subordinates.

**ENQUIRIES** : Mr S Maduma Tel No: (018) 200 8057/8

**POST 25/350** : **ASSISTANT DIRECTOR: CONFLICT MANAGEMENT REF NO: 04/2020/21**  
Directorate: Operator License and Permits

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 or equivalent plus three (3) years National Diploma or Bachelor Degree in Transport Management environment or related. Three (3) to Five (5) years relevant work experience in Transport Management, of which 2 years' experience must be at Supervisory. Valid driver's license. Knowledge: knowledge and understanding of taxi industry processes like formalization, regulation and control. Understanding of how to handle conflict and negotiations. Liaison with all the stakeholders in the taxi industry, municipalities, Law-enforcement agencies, Transport departments in other provinces and countries. Understanding of Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Monitoring, investigation and reporting. Ability to interpret legislation and implement it accordingly. Skills: Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation skills. Interpretation of statutes and prescripts. Teamwork orientation, Innovative. Reporting and writing skills. Project management. Assertive and confident approach to the Taxi Industry challenges.

- DUTIES** : React, intervene and monitor all conflict situations in the public passenger transport. To proactively deal with conflict situations inter and intra provincial. Liaise with relevant stakeholders in handling conflict cases within the public transport industry. Liaise with law enforcement structures to ensure that all legislations governing public transport are adhered to, Ensure that all administration issues of the sub-directorate are handled.
- ENQUIRIES** : Mr Dikobe N Tel No: (018) 388 5616/7
- POST 25/351** : **LEGAL ADMINISTRATION OFFICER: LEGISLATION AND REGULATIONS)**  
**REF.NO: 05/2020/21**  
Directorate: Legal Services
- SALARY** : R373 389 per annum (MR 5) (OSD)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognized LLB Degree. At least eight (8) years appropriate post- qualification experience in the application of law/Legal experience or related fields. Extensive experience in civil litigations, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, contract drafting and interpretation. Admission as an Attorney will be an added advantage. A valid driver's license is required, and should be willing to travel. Knowledge: Sound knowledge of the legislative frameworks that govern the operations of Public Service environment; A sound knowledge on the drafting of legislations and regulations; A sound knowledge on the interpretation of statutes and regulations or other legal instruments; A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations; A comprehensive knowledge of the process of legislative drafting. A comprehensive knowledge on the interpretation of policies, planning and organizational skills. Skills: Good interpersonal relations, report writing, case investigation skills, good conflict resolution and mediation skills, computer literacy.
- DUTIES** : Study the impact and implications of legislations and Regulations and advise the Department accordingly. Examine the various forms of legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice or opinions in relation to legislations and regulations; handle the legislative review process in collaboration with the State Law Adviser's Office. Edit and certify legislations in collaboration with the State Law Adviser's Office.
- ENQUIRIES** : Mr P.S.P. Namate Tel No: (018) 200 8065/7
- POST 25/352** : **RISK MANAGEMENT COMMITTEE MEMBER REF NO: 08/2020/21 (X1 POST)**  
Directorate: Risk Management  
In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three-year period).Terms of Appointment: A suitable and qualified person will be appointed for a period of three (3) years. Thereafter, the Accounting Officer *may* renew the period for another term. Please note that this is not a full-time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary.
- SALARY** : The compensation of Risk Management Committee members is done as per the National Treasury's determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department's related policies and in line with the National and Provincial Treasury guidelines.
- CENTRE** : Mahikeng  
**REQUIREMENTS** : Matric plus a National Diploma or Degree in Auditing/Risk Management/ Business Management/Financial Management. Qualifications such as Chartered Accountant/Master of Business Administration /Certified Internal Audit will be an added advantage. Experience: A person must have more than five years' Senior Management experience in Auditing/ Finance/ Risk Management. Experience serving in Governance Committees will be an added advantage. Previous experience of serving in the Risk Management Committees and/or



Audit Committees will be advantageous. Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework. Public Sector knowledge will also serve as an added advantage. Competencies: Must be objective and independent. An enquiring and analytical mind-set with good communication and report writing skills. An understanding of the regulatory framework within which Provincial Departments operate.

- DUTIES** : Assist the Accounting Officer in the effective execution of his/her responsibilities and fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer in building trust and confidence on how the Department is managed, and regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.(e.g. review of the risk management literatures; review of the risk register and other related documents etc.)
- ENQUIRIES** : MG Mothibedi Tel No: (018) 200 8005/7

#### **OFFICE OF THE PREMIER**

**ERRATUM:** Kindly note that the position of COVID 19 Screeners (X16 Posts) with Ref No: NWP/OOP/2020/03 which was advertised in the Public Service Vacancy Circular 24 dated 16 October 2020 with a closing date of 30 October 2020, The fixed term contract of 12 months. The salary for the position is R95 187 plus 37% in lieu of benefits. The inconvenience is regretted.

#### **MANAGEMENT ECHELON**

- POST 25/353** : **DIRECTOR-GENERAL: NORTH WEST OFFICE OF THE PREMIER REF NO: NWP/OOP/01/01/20**  
(5 year fixed term Contract)  
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.

- SALARY** : R1 978 533 per annum. (Level 16) (all inclusive) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

- CENTRE** : Mmabatho
- REQUIREMENTS** : An undergraduate qualification at NQF 7 qualification and a post-graduate at NQF level 8 in the field of Humanities (e.g. Public Administration, Public Management, Social Sciences, and Law) as recognised by SAQA. A Minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Competencies: Strategic capability and leadership; 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;

- DUTIES** : Reporting to the Premier; the incumbent will be provide technical and operational advise and support to the Premier, the Executive Council in discharging its Provincial duties and Act as Secretary to the Executive Council. Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act. Coordinate the Provincial Administration at technical level for the implementation of Administrative, Social and Economic Policies, Plans, projects and programmes Manage and oversee the implementation of Institutional Development Support Services in the North West Province, Performance Monitoring Evaluation and Interventions and the provision of Executive Support and Stakeholder Management Services and. Manage and coordinate Intergovernmental Relations (National, Provincial and Local Government Spheres).

- ENQUIRIES** : Mr. S Mpanza, Tel No: (018) 388 3040
- APPLICATIONS** : Applications must be forwarded for attention: The Administrator, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to the Director: Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

- NOTE** : The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged

to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Office reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

- CLOSING DATE** : 16 November 2020
- POST 25/354** : **HEAD OF DEPARTMENT: NORTH WEST HEALTH REF NO: HEALTH 01/01/20**  
(Five (5) Years Contract)  
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.
- SALARY** : R1 978 533 per annum (Level 16) (all-inclusive SMS package) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE REQUIREMENTS** : Provincial Head Office, Mahikeng  
: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the Medical Field as recognized by SAQA. Minimum 8 years at a senior management of which at least 3 years must be with any organ of State as defined in the Constitution. Applicants must have successfully completed the Senior Management Pre-entry Programme as endorsed by the National School of Government. Competencies: Strategic capability and leadership People management and empowerment Financial management Programme and project management Change and knowledge management Problem-solving and analysis Client orientation and customer focus. Service delivery innovation. Communication. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the

- date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position.
- DUTIES** : Reporting to the MEC of Health; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act. Manage and Oversee Hospital and Clinical Support Services, District Health Services, Infrastructure Development Management Service and the provision of e Quality Assurance Services.
- ENQUIRIES** : Dr M Tlhogane Tel No: (018) 391-4182
- APPLICATIONS** : Applications must be forwarded for attention: The Director HRM, Department of Health, Private Bag X2068, Mmabatho, 2735, or hand deliver to the Main Registry, Ground Floor, NWDOH Office Park, 3801 Cnr Sekame & First Street, Mahikeng, 2745.
- NOTE** : The Department of Health is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>
- CLOSING DATE** : 16 November 2020
- POST 25/355** : **HEAD OF THE DEPARTMENT: SOCIAL DEVELOPMENT REF NO: SD/01/01/20**  
(5 year fixed term Contract)  
Re-advert: candidates who previously applied for this position are advised to re-apply if they are still interested.
- SALARY** : R1 521 591 per annum (Level 15) (all inclusive) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Mmabatho
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Humanities/ Public Administration as recognized by SAQA. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Senior Management Pre-entry Programme Certificate. Competencies: Strategic capability and leadership; 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 People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must

be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position.

**DUTIES**

: Reporting to the MEC for Social Development; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Service as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Service as the Head of Department as prescribed in the Public Service Act Public Service Act. Manage and Oversee Integrated Developmental Social Services, District Social Welfare and Community Development Services, Infrastructure Development Management Service and the provision of Quality Assurance Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

**ENQUIRIES  
APPLICATIONS**

: Mr AJ Mkgwasa Tel No: (018) 388 3578/1660  
 : Applications must be forwarded for attention: The Acting Chief Director Corporate Services, Department of Social Development, Private Bag X 6, Mmabatho, 2735, or hand deliver to Human Resource Management, Ground Floor, Provident House Building, Mmabatho.

**NOTE**

: The Department of Social Development is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

**CLOSING DATE**

: 16 November 2020

**POST 25/356** : **HEAD OF THE DEPARTMENT: AGRICULTURAL AND RURAL DEVELOPMENT REF NO: AGRIC/01/01/20**  
(5 year fixed term Contract)  
Re-advert: Candidates who previously applied for this position are advised to re-apply if they are still interested.

**SALARY** : R1 521 591 per annum (Level 15) (all inclusive) All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE REQUIREMENTS** : Mahikeng  
: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Agricultural/Natural Sciences or related qualification as recognised by SAQA. A minimum of least 8 years' experience at a Senior Management level, (at least 3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A completed Pre-entry Certificate for Senior Management Services (SMS). A Post graduate qualification in Science/Public Administration/ Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client Orientation and Customer Focus, Communication.

**DUTIES** : Reporting to the MEC of Agricultural and Rural Development, the incumbent will the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer as prescribed in the Public Finance Management Act and Serve as the Head of Department as prescribed in the Public Service Act Public Service Act. Manage and Oversee Agricultural Regulatory and Technical Services, Agricultural Development and Farmer Support Services and Integrated Rural Development Services and Provide technical support on Public Private Partnership projects. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

**ENQUIRIES APPLICATIONS** : Ms Y Modubu Tel No: (018) 389 5638  
: Applications must be forwarded for attention: The Director HRM Ms Y Modubu), Department of Agricultural and Rural Development, Private Bag X2039, Mmabatho, 2735, or hand deliver to Human Resource Management, Ground Floor, Agricentre Building, Cnr Dr James Maroka Drive & Stadium Road, Mmabatho.

**NOTE** : The Department of Agricultural and Rural Development is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these positions. Applications must be accompanied by a Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right to not fill the position. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

**CLOSING DATE** : 16 November 2020

## PROVINCIAL TREASURY

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

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked. You can also email your application to [ptvacancies@nwpg.gov.za](mailto:ptvacancies@nwpg.gov.za). The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- FOR ATTENTION** : JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building
- CLOSING DATE** : 13 November 2020 16h00
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies, and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Driver's License must be submitted for posts where it is required. Both sides must be copied and be clearly visible. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Technical and Competency Assessment for SMS Posts All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. SMS Pre-Entry Certificate It is compulsory for applicants of SMS posts to complete the pre-entry course for SMS and submit the Certificate for entry into the SMS with the application. To access the SMS Pre-entry Certificate course and for further details, please go to the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Women are encouraged to apply for SMS posts.

## MANAGEMENT ECHELON

- POST 25/357** : **DIRECTOR: GOVERNANCE, INSTITUTIONAL MANAGEMENT & KENNETH KAUNDA DISTRICT MANAGEMENT REF NO: NWFIN/2020/01**  
Programme: Sustainable Resource Management  
Sub Programme: Municipal Finance  
Directorate: Dr Kenneth Kaunda District Management
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package  
: Mmabatho  
: As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently

and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

**ENQUIRIES** : Ms. L Nengovhela Tel No: (018) 388 2142

**POST 25/358** : **DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/200/02**  
Programme: Sustainable Resource Management  
Sub Programme: Municipal Finance  
Directorate: Ngaka Modiri Molema District Management

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

**ENQUIRIES** : Ms. L Nengovhela Tel No: (018) 388 2142

**POST 25/359** : **DIRECTOR: MUNICIPAL FINANCE DISTRICT MANAGEMENT REF NO: NWFIN/2020/03**  
Programme: Sustainable Resource Management  
Sub Programme: Municipal Finance  
Directorate: Dr RSM District Management

**SALARY CENTRE REQUIREMENT** : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package  
: Vryburg  
: As a minimum a Bachelor's Degree or Advanced Diploma in Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 7 qualification. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in Municipal Finance Management environment of which five (05) years must be on a middle management level. Must have a valid driver's license. Skills/ Competencies: A thorough understanding of planning, policy, and administrative processes of Local Government. Especially Municipal budget planning, implementation and financial management and reporting. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Support and capacitate Municipalities in co-ordinating the integrated planning and reporting in Municipalities. To support and monitor Municipalities in implementing the Municipal Finance Management Act (MFMA), with specific reference to general financial management processes relating to planning, budget management, supply chain management and financial reporting. Support the Chief Director in the compilation of the Annual Performance Plan, Strategic Plan of the directorate in line with National Treasury guidelines and frameworks. Manage and co-ordinate performance of officials in the directorate. Undertake regular performance reviews and analysis of the unit and formulate recommendations to address the weaknesses. Compile performance assessments reports of the directorate and communicate the results of the findings to the relevant stakeholders. To ensure all audit queries and findings are adequately addressed and resolved. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.

**ENQUIRIES** : Ms. L Nengovhela Tel No: (018) 388 2142

**POST 25/360** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWFIN/2020/04**  
Programme: Administration  
Sub Programme: Financial Management  
Directorate: Departmental Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package  
: Mmabatho  
: As a minimum a Bachelor's Degree in Logistics Management/ Supply Chain Management/Commerce or an Advanced Diploma in SCM/ Logistics Management/Advanced Procurement Management or equivalent NQF 7 qualification. A Post- Graduate degree will be an added advantage. Pre-entry Certificate for SMS is compulsory. Ten (10) years relevant experience in the SCM field, of which 5 years should be at middle-management level. Extensive proven knowledge and experience in Supply Chain Management, inclusive of Tender processes. Must have a valid driver's license. Skills/ Competencies: Thorough knowledge of Supply Chain Management processes, PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Preferential Procurement Regulations, National Treasury Instruction Notes, Practice notes and other relevant prescripts, Government Immovable Asset Management Act, Broad Based Black Economic Empowerment, Cooperatives/SMME development, Supplier trends and commodities analysis. Knowledge of financial systems used in the Department for procurement. Ability to conduct financial analysis. Thorough understanding of Bidding process, procurement planning and demand and acquisition management. Good interpersonal relations and the ability to work effectively with officials across all levels within and outside the Department. Good negotiation, planning, decision making and problem-solving/solution-driven skills. Must be



		computer literate, have good communication (verbal and written) and numeracy skills. Project Management, presentation skill, ability to work under pressure and the knowledge of supplier performance evaluation. Must act with integrity and be knowledgeable about Policy Development and Compliance Monitoring.
<b><u>DUTIES</u></b>	:	Provide strategic advice and direction on policy and regulatory matters of Supply Chain Management. Oversee preparation of procurement delegations, policies, procedures, process charts and checklists. Oversee Demand and Acquisition management processes to ensure compliance with legislation, deadlines, value for money to eliminate SCM risks and achieve service delivery. Ensuring the effective facilitation, timeous implementation, and monitoring of bids. Administer and manage service provider contracts and service level agreements by developing SLA's and monitor contract outcomes. Ensure the implementation and monitoring of SCM performance system, inclusive of supplier performance and complaints. Manage the payment of suppliers within 30 days. To ensure efficient and effective management of assets and property maintenance in the Department. To ensure effective and efficient management of transport services within the department. To take effective and appropriate steps to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure. Ensure that effective and efficient sourcing strategies are developed and promote the development and utilization of BBBEE companies in line with the relevant prescripts and policies. Facilitate continuous improvement and Programme and Project Management.
<b><u>ENQUIRIES</u></b>	:	Mr. R Soofie Tel No: (018) 3883266
<b><u>POST 25/361</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: NWFIN/2020/06</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Legal Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package Mmabatho
	:	As a minimum a LLB or equivalent 4-year Law degree (NQF 7) coupled with at least 10 years legal experience of which a minimum of five years should be at middle management level. Pre-entry Certificate for SMS is compulsory. Admission and enrolment as an Advocate or Attorney are compulsory. A valid driver's license is essential Skills/ Competencies: Experience in and understanding of the constitutional framework and South African Judicial System. Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills. Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision-making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.
<b><u>DUTIES</u></b>	:	Prepare and provide general legal advice on matters affecting the Department. Draft Legal documents and contracts entered into by/ with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier, Public Protector and Office of the State Attorney. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury Regulations and other prescripts. Management of PAIA, POPI and PAJA. Provide legal training and presentation on new legislation and the ones that have a bearing on the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. M Jansen Tel No: (018) 3883419
<b><u>POST 25/362</u></b>	:	<b><u>DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/08</u></b> Programme: Financial Governance Sub Programme: Provincial Internal Audit Directorate: Risk Based Internal Audit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 – R1 245 495 per annum (Level 13) all-inclusive salary package Mmabatho
	:	As a minimum a B Degree or Advanced Diploma in Accounting and Auditing, or equivalent NQF 7 qualification. At least 10 years relevant experience of which five years should be in the Public Sector Auditing environment and with a minimum of five years middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. A valid driver's license is essential.

Experience must include: comprehensive planning of/for audit projects, including risk, compliance, performance audits, the audit of performance information and financial statements, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. Your CV must further clearly outline your level of experience with specific emphasis on performance information and performance auditing at provincial departments. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Establish strategic and operational risk-based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards. Finalize and approve audit reports. Communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster. Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments, and the Audit Committee.

**ENQUIRIES** : Mr. A. Nel Tel No: (018) 3881616

#### OTHER POSTS

**POST 25/363** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: NWFIN/2020/07**  
 Programme: Administration  
 Sub Programme: Corporate Services  
 Directorate: Legal Services

**SALARY** : R763 212 – R1 140 828 per annum (all-inclusive salary package) Salary will be in accordance with Occupational Specific Dispensation (OSD)

**CENTRE REQUIREMENTS** : Mmabatho  
 : As a minimum a LLB or equivalent 4-year Law degree (NQF 7). Admitted as an Attorney or Advocate. At least 8 years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters. A valid driver's licence. Skills/ Competencies: Knowledge of the Constitution of South Africa, PFMA and Treasury Regulations, MFMA, PAIA, PAJA, Public Service Act and its Regulations, as well as other legislation regulating government. Computer literacy. Supervisory and leadership skills. Written and verbal communication skills and Research skills. Project management and report writing skills. Good conflict resolution and mediation skills.

**DUTIES** : Provide legal advice on a variety of issues. Draft policies of the Department. Provide verbal and written legal opinions. Manage litigation of the Department. Draft legal documents and contracts entered into by/ with the Department. Liaise with the office of the Premier and State Attorney.

**ENQUIRIES** : Ms. A Morare Tel No: (018) 388 3349

**POST 25/364** : **DEPUTY DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/09**  
Programme: Financial Governance  
Sub Programme: Provincial Internal Audit  
Directorate: Risk Based Internal Audit

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package  
: Mmabatho  
: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in auditing of which (3) years should be in Internal Auditing and 3 (three) years on junior management level. A professional or postgraduate degree/ qualification or a CIA/ CA designation will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. A valid driver's license is essential. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Prepare a three-year strategic plan and annual audit coverage plan for a department. Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents where required. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Cluster Director and Audit Committee.

**ENQUIRIES** : Mr. A. Nel Tel No: (018) 388 1616

**POST 25/365** : **DEPUTY DIRECTOR: RISK BASED INTERNAL AUDIT (PROBITY) REF NO: NWFIN/2020/10**  
Programme: Financial Governance  
Sub Programme: Provincial Internal Audit  
Directorate: Risk Based Internal Audit

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package  
: Mmabatho  
: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in auditing of which (4) years must be in probity and forensic auditing and 3 (three) years on junior management level. Your CV must further clearly outline your level of experience with specific emphasis on probity and forensic audits in the public sector. A professional or postgraduate degree/ qualification or a CIA/CFE/ CA designation will be an added advantage. Knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Forensic/Probity Audit Methodologies as well as knowledge of developments in the Internal Audit and related fields. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Prepare a three-year strategic plan and annual audit coverage plan. Assist in the facilitation of fraud risk assessment workshops and provide inputs for and review/update the fraud risk assessment documents where required. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits at bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Cluster Director and Audit Committee.

**ENQUIRIES** : Mr. A. Nel Tel No: (018) 388 1616

**POST 25/366** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2020/05**  
Programme: Administration  
Sub Programme: Financial Management  
Directorate: Departmental Supply Chain Management  
Sub Directorate: Demand and Acquisition Management

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11) all-inclusive salary package  
: Mmabatho  
: As a minimum a National Diploma/ Advanced Certificate in Public Administration/SCM Management or equivalent NQF 6 qualification. Six (6) years relevant experience in Public Sector SCM of which (3) years must be on a junior management level. A valid driver's license. Skills/ Competencies: Knowledge and experience in the application of prescripts/ legislative frameworks that governs supply chain management in the Public Service environment, including but not limited to Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), Broad-Based Black Economic Empowerment Act (BBBEE), National Treasury Instruction Notes and Practice Notes. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker-BAS system and Central Supplier Database (CSD) system. Strong planning, management, and co-ordination abilities. Sound interpersonal and presentation skills and a track record in the preparation, implementation and management of strategic, operational demand and acquisition plans and projects. Attention to detail and deadline driven.

**DUTIES** : Develop, design, implement and manage demand and acquisition management, policies, processes and systems, as well as internal controls and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with policies and prescripts. Oversee the conducting of market research and needs analysis. Design, review and manage the implementation of strategic sourcing techniques. Coordination, compilation, management and reporting of procurement and demand management plans. Oversee secretariat duties and provide sound advice to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements. Compile and analyse management reports from various strategic activities. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

**ENQUIRIES** : Mr V Mammen Tel No: (018) 388 4061

**PROVINCIAL ADMINISTRATION: WESTERNCAPE  
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 November 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 25/367** : **CANDIDATE ENGINEERING TECHNICIAN (CIVIL): SUSTAINABLE RESOURCE MANAGEMENT VARIOUS LOCATIONS REF NO: AGR 56/2020 (X5 POSTS)**  
(Contract Positions for A 3-Year Period)

- SALARY CENTRE REQUIREMENTS** : R268 713 per annum (OSD as prescribed)  
: Agriculture, Western Cape Government  
: National Diploma in Engineering or relevant qualification; Registration with ECSA as a Candidate Engineering Technician (Civil) is compulsory upon appointment; A valid driving licence. Recommendations: Technical design and analysis skills. Competencies: Knowledge of the following: Project Management; Application of computer-aided engineering applications; Legal compliance; Written, and verbal communication skills; Proven computer literacy; Research and development skills.
- DUTIES** : Operational management of sub-programme (LandCare) for the local municipal area; Conservation of the natural agricultural resources; Implementation of LandCare projects.
- ENQUIRIES** : Mr F Steyn at Tel No: (021) 808 5090

**DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 November 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 25/368** : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: CS 19/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)  
: Community Safety, Western Cape Government  
: An appropriate Post Graduate qualification in Social Science/ Law/ Criminology or related discipline; A minimum of 6 years' relevant experience in a research environment of which 3 years must be on management level; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Technical expertise (Research Methodologies), Legislative processes,

- Developing legislation, regulations, policies and memorandums of agreements; Strategic processes. Skills: Research, Problem solving, Decision making and analytical thinking; Organisational and administrative; Communication (written and verbal) skills; Presentation; Report writing skills. Proven computer literacy
- DUTIES** : Effective management of resources; Inform research priorities for the Directorate; Oversee and conduct quantitative and qualitative research on safety, violence, youth, crime and/or gang activity; Engage with relevant stakeholders on the Directorate's research findings, the department's outputs and its impact on safety; Inform evidence-based policy aimed at improving safety; Contribute to the coordination of special policy and research projects aimed at improving community safety.
- ENQUIRIES** : Ms A Dissel at Tel No: (021) 483 6548

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 16 November 2020
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 25/369** : **DIRECTOR: GREEN PROGRAMMES AND PROJECTS (WITHIN THE CHIEF DIRECTORATE: GREEN ECONOMY) REF NO: DEDAT 2020-19**
- SALARY CENTRE** : R1 057 326 per annum (Level 13). (All-inclusive salary package)  
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree) in Engineering/ Science/ Resource Management/ Water Management/ Commerce/ Economics/ Sustainability/ Climate Change/ Environmental Science/ Town Planning or other equivalent qualification; 5 years' experience in the water sector or green economy, with a minimum of 3 years at a management level; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Post graduate qualification or equivalent in the fields above; Experience in developing, co-ordinating and managing the implementation of green economy and / or water related strategies; Extensive stakeholder management experience in the green economy (particularly the water sector), across multiple spheres of government, the private sector and academia; Experience / ability in sourcing and communicating green economy &/or water intelligence (incl research, dissemination & application) including experience with commercialisation of technology and services; and Management experience (Human Resource & Financial Management) Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication.
- DUTIES** : Manage green economy programmes and projects (with an initial focus on economic water resilience); Facilitate and manage the alignment between all relevant stakeholder interests within the green economy (initial focus on water); Monitor and oversee the performance of implementing agents contracted by WCG to deliver on the green economy strategy; Source and communicate

**ENQUIRIES**  
**NOTE**

intelligence regarding the green economy; Strategic Management; People Management; and Financial Management.

- : Ms Helen Davies Tel No: (021) 483 7845 helen.davies@westerncape.gov.za  
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**DEPARTMENT OF HEALTH**

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

**NOTE**

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

**MANAGEMENT ECHELON**

**POST 25/370**

- : **DIRECTOR: HEALTH TECHNOLOGY**  
Directorate: Health Technology Head Office, Cape Town

**SALARY**

- : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE**

- : (Incumbent will be stationed at the Bellville Health Park on Karl Bremer Hospital Site, Bellville)

**REQUIREMENTS**

- : Minimum educational qualification: An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Sciences or Engineering (specialisation in Biomedical, Clinical, Electrical, Electronics or Mechatronics) with 5 years of experience at Middle/Senior management level. Post-graduate qualification in management would be advantageous. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Minimum 5 years' experience post qualification in life-cycle management of medical devices/equipment. Experience in Public Sector would be advantageous. Inherent requirements of the job: Ability to work extended hours – after hours and weekends, if required. Willingness to travel and stay overnight away from home base. Sufficiently physically fit and healthy to walk long distances in the confines of a building and / or on a construction site. Valid SA (Code B/EB) drivers licence. Competencies (knowledge/skills): Relevant knowledge of programme and project management methodology. Relevant knowledge of and experience in medical device/equipment life-cycle management (needs assessment, planning, evaluation, acquisition, utilisation, maintenance and asset management) and related strategy, policy, regulation and standard operating procedures. Understanding and interpreting specifications for medical devices/equipment. Relevant knowledge and skills in legislation, procurement, finance, public administration and document management. Advanced computer literacy: Microsoft Office and ability to use computerised Project Management tools. Strong negotiation and advanced interpersonal skills. Excellent verbal and written communication, report writing and presentation skills.

**DUTIES**

- : Strategic healthcare technology planning, acquisition and implementation. Optimised asset deployment and life-cycle management, including maintenance support. Leveraging and supporting innovation, including that of processes, systems and services. Risk Management activities ensuring strategic, financial and project risks are identified, monitored and managed accordingly. Quality Management which includes development and managing

a Quality Improvement Plan across the directorate. Manage the corporate services of the directorate which includes. Financial and Human Resources.  
**ENQUIRIES** : Dr L Angeletti-du Toit, Tel. No: (021)483-5354 / 071 7947771  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be requested to undertake practical, competency, and psychometric tests. A full job description is available upon request.  
**CLOSING DATE** : 13 November 2020

**OTHER POSTS**

**POST 25/371** : **MANAGER: MEDICAL SERVICES GRADE 1**  
 Garden Route District

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Harry Comay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services. Proven experience in clinical management of Tuberculosis.

**DUTIES** : Strategic and operational management of all health service platforms in the George Sub District, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in George Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the George Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

**ENQUIRIES** : Mr VZ Brickles Tel No. (044) 803-2707  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. "Candidates, who are no in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status

**CLOSING DATE** : 13 November 2020

**POST 25/372** : **PHARMACY SUPERVISOR: GRADE 1**  
 Chief Directorate: Metro Health Services

**SALARY** : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Kraaifontein Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council:



Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver's licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

- DUTIES** : Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients Manage, assess and monitor compliance with regards to Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary healthcare setting.
- ENQUIRIES** : Mr CE Malan Tel No: (021) 815-8876
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 November 2020

**POST 25/373** : **OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS**

- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Metro TB Hospital Complex (Brooklyn Chest Hospital)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Deputising for the Assistant Manager, Nursing. Willingness to work night-duty to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Knowledge of the Public Finance Management Act and departmental policies. Knowledge of the Nursing information Management Systems (NIMS). Basic computer literacy.

- DUTIES** : Coordinate, implement and monitor the strategic objectives of the Nursing department, facility and Department of Health. Supervise, plan and coordinate the provision of an effective and holistic nursing care service within the legal and professional framework. Ensure effective People Management and People Development within the Department including staff performance and disciplinary processes. Ensure effective management and utilisation of human, financial and physical resources to ensure optimal functioning in the unit, in accordance to all relevant directives and legislation. Initiate and participate in training, development and research within the nursing department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an effective support service to the Nursing Management and the Institution. Promote infection, prevention and control, quality assurance and occupational health and safety.

- ENQUIRIES** : Ms LT Beukes Tel No: (021) 508-7406

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

**POST 25/374** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

**SALARY** : R562 800 per annum (PN-B2)  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the theatre after obtaining the 1-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.

**DUTIES** : Deliver a support service to the Nursing Service and the institution. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre setting. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Applications")  
**CLOSING DATE** : 13 November 2020

**POST 25/375** : **ASSISTANT DIRECTOR: SPEECH THERAPY**  
Groote Schuur Hospital

**SALARY** : R517 326 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification which allows independent registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Independent registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. Experience: A minimum of 3 years' experience after registration with the HPCSA as an independent Speech Therapist practitioner. Competencies (knowledge/skills): Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Strong leadership, motivational, and interpersonal skills and ability to work in a team, with good organisational, decision-making and conflict resolution skills. Relevant and recognizable clinical, supervisory and managerial experience in a Speech Therapy Department, preferably in a tertiary hospital setting. Should be an experienced, bilingual Speech therapist with demonstrable expertise in this field. Experience in teaching and/or supervision of undergraduate Speech therapy students.

**DUTIES** : Responsible for planning, managing, co-ordinating and maintaining an optimal Speech Therapy service aligned with the strategic core business of Groote

Schuur Hospital and the Western Cape Department of Health. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Speech therapy department. Promote quality patient care through the setting, implementation and monitoring of standards. Facilitate and participate in training of staff and students within the Speech Therapy Department. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Excellent communication skills (written, verbal), advanced report writing, strong administrative skills, bilingual and computer literate.

**ENQUIRIES** : Mr L. Naidoo Tel No: (021) 404-2263  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

**POST 25/376** : **CLINICAL PROGRAMME COORDINATOR GRADE 1(CHRONIC DISEASES INCLUDING MENTAL HEALTH)**  
 Chief Directorate: Metro Health Services

**SALARY** : R444 276 per annum (PN-A5)  
**CENTRE** : Khayelitsha/Eastern Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal, leadership and Project management skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Appropriate knowledge and experience in Health Care services and systems across the platform (COPC framework).

**DUTIES** : Participate in the process of developing strategic and operational guidelines and plans for Chronic Diseases including Mental Health Care. Oversee the development and implementation of policies, directives and regulations from NDOH and WCG: Health as well as Sub-structure levels. Participate in the development and review of performance plans for Chronic Disease and Mental Health clinicians. Provide professional and technical support for the provision of quality patient care through proper management of chronic diseases including mental health. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Develop and implement quality assurance programmes guidelines, protocols, norms and standard. Assist with NPO contract management.

**ENQUIRIES** : Ms S Mc Cloen Tel No: (021) 360-4673  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

**POST 25/377** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL) (IPC)**  
 Chief Directorate: Metro Health Services

**SALARY** : R444 276 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council:

Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to analyse health systems information, and skills and experience in the preparation of reports. Communication (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations, leadership. Knowledge of Provincial infection prevention and control measures and practices. Project Management skills and Computer literacy.

**DUTIES** : Deliver an effective Central Sterilizing Department (CSD), w.r.t. infection prevention and control in the Institution within a professional / legal framework. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Facilitate and coordinate the management of risks as identified in terms of infection control and participation in outbreak investigations to give relevant inputs and advice. Financial Management control and Management of Medical Waste. Participation in training and Research programs relevant to the principals and management of infection prevention and control. Provide effective guidance and training in Infection Prevention and Control to staff.

**ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

**POST 25/378** : **PROFESSIONAL NURSE: GRADE 1 TO 2: (SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE)**  
 (Garden Route District)

**SALARY** : Grade 1: R383 226 per annum, (PN-B1)  
 Grade 2: R471 333 per annum (PN-B2)  
 (Plus non pensionable rural allowance of 8% of your annual basic salary)

**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Midwifery and Neonatal Nursing Science and ability to implement it. Leadership and interpersonal skills. Computer skills.

**DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.

**ENQUIRIES** : Ms H Human Tel No: (044) 203-7203  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into

the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

- CLOSING DATE** : 13 November 2020
- POST 25/379** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**  
Garden Route District
- SALARY** : Grade 1: R383 226 per annum, (PN-B1)  
Grade 2: R471 333 per annum (PN-B2)  
(Plus a non-pensionable rural allowance of 8 % of basic annual salary)
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding mental health care and ability to implement it. Leadership and interpersonal skills. Computer skills.
- DUTIES** : Active participate in provisioning of nursing care to patients with mental health problems. Advice/treat mental health conditions presented at health facility and ensure continuous care. Provide a therapeutic environment, training of patients and teaching of patients, staff, councillors and community and involvement in community health projects and focusing on mental health needs. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulations and implementations of nursing guidelines, practices, standards and procedures.
- ENQUIRIES APPLICATIONS** : Ms H Human, Tel No: (044) 203-7203  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 13 November 2020

**POST 25/380** : **PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**  
Central Karoo District

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE** : Beaufort West PHC Support & Outreach, (Stationed at Central Karoo District Office)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Knowledge of Mental Health Legislation and psychopharmacology, as well as of relevant legislation and policies of the Western Cape. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Computer Literacy.

**DUTIES** : Actively participate as a specialist nurse in the monitoring and provision of acute and chronic mental health care to patients/clients of all age groups at Health Facilities in the Central Karoo District. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers. Responsible for clinical governance evaluation (clinical audits) relating to mental health services in the district. Data Management.

**ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590

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

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

**CLOSING DATE** : 13 November 2020

**POST 25/381** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : Grade 1: R383 226 per annum, (PN-B1)  
Grade 2: R471 333 per annum (PN-B2)

**CENTRE** : Calitsdorp CC, Kannaland Sub-district

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited

with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2**: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

**DUTIES** : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmed in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

**ENQUIRIES** : Ms S Labuschagne Tel No. (028) 551-1342  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : 13 November 2020

**POST 25/382** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS MANAGEMENT**  
 Directorate: People Practices and Administration

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and Sound knowledge in Employee Health and Wellness. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and overnight at various workplaces across the geographical area of the Western Cape and other provinces. Competencies (knowledge/skills): Computer literacy (Ms Office: Word, Excel, PowerPoint, Email). Facilitation, writing, research, conceptualization, analytical, statistical analysis and communication (written and verbal) skills. Research, conceptualisation, statistical analysis and facilitation skills. Ability to interpret and apply relevant legislation and regulations. Understanding of Employee Health and Wellness Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work independently without supervision and handle a high work volume. Team building and strong inter-personal skills.

**DUTIES** : Ensure the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for employee wellness. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases in order to co-ordinate programmes and projects to promote health and wellness strategies. Conduct trend analysis, statistical analysis and impact assessments relating to health and productivity of employees. Manage the development and implementation of a comprehensive workplace HIV and AIDS/STI/TB Programme. Manage the implementation of a comprehensive Employee Health and Wellness Management programme. Coordinate Contract Management of Service Level Agreement for service providers for Employee Health and Wellness. Providing support and guidance to managers and facilities with reference to Employee Health and Wellness matters. Develop and implement a monitoring and evaluation framework for Employee Health and Wellness in the Western Cape Government: Health. Developing a departmental marketing plan for Employee Health and Wellness. Supervision and management of staff and other employee management tasks.

**ENQUIRIES** : Ms M Buis Tel No: (021) 483-3778  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

- POST 25/383** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT**  
Overberg District
- SALARY** : R316 791 per annum  
**CENTRE** : Overberg District Office (Stationed in Caledon)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain, Contract and Asset Management. Appropriate experience in Compliance Management and Reporting. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for the monitoring and evaluation of Contract Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements.
- ENQUIRIES** : Ms J Honeyball Tel No: (028) 214 5855  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/384** : **SENIOR STATE ACCOUNTANT: FINANCE (COMPLIANCE) (X2 POSTS)**  
Directorate: Financial Accounting
- SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Finance, Accounting or auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word).
- DUTIES** : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department.
- ENQUIRIES** : Mr DM Pick Tel No: (021) 940-8725  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 13 November 2020



- POST 25/385** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
- SALARY** : R316 791 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate project or contract and theoretical management. Appropriate recognized facility, contract or project management experience. Inherent requirement of the job: Ability to work under pressure and available after-hours, when necessary. Sufficiently physically fit and healthy and able to walk long distances in the confines of the building and various project sites. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good presentation skills. Excellent communication skills and proficient in at least two of the three languages of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space.
- DUTIES** : Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Deal with emergency requests for finalising of Quality Assurance Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to.
- ENQUIRIES** : Ms S Fiekies Tel No: (021) 360-4291  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidate will have to take part in a practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/386** : **ARTISAN FOREMAN (CARPENTRY)**
- SALARY** : R304 263 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' appropriate experience as Artisan after obtaining the Trade Test Certificate in the relevant field of carpentry. Inherent requirement of the job: A valid (Code B/EB) drivers license. After-hour repairs and standby duties. Competencies (knowledge/skills): Computer literate. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Good communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Compile minor specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train and develop staff and other HR related duties including evaluation reports of staff.
- ENQUIRIES** : Mr I Fortuin Tel No: (021) 938- 4235.  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 November 2020
- POST 25/387** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (SYSTEM SUPPORT)**  
 Head Office, Cape Town
- SALARY** : R257 508 per annum  
**CENTRE** : Directorate: Information Management (Knowledge Management)

- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in IT application system support. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Intermediate computer literacy especially in MS Office with information technology knowledge. Good analytical and numerical skills. Ability to grasp technical issues and reports and diagnose the root cause. Good communication and training (verbal and written English) skills. Project administration, planning and sequencing skills.
- DUTIES** : (key result areas/outputs): Database administration including user access management and facility list management. Assist with the setup and maintenance of data capturing forms on the system. Provide a user support function including a helpdesk function and training provision. Maintain appropriate documentation of all changes to ensure a good audit trail and clean audit. Assist with analysis and development of system specifications. Assist with system testing of bug fixes, system development and enhancements.
- ENQUIRIES** : Ms L Shand Tel No: (021) 483 2639
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 November 2020
- POST 25/388** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Overberg District
- SALARY** : R257 508 per annum
- CENTRE** : Hermanus Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate working experience and skills in LOGIS and IPS/SEB. Inherent Requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Appropriate knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS). In-depth knowledge of SCOA codes and reports on LOGIS. Knowledge and experience of Bas and Logis Reconciliations. Working knowledge of Logis sub-system controller. Good interpersonal and organisational skills. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Effective and efficient management of procurement processes. Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Ensure sound labour practices are executed and implemented.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 313 5220
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 November 2020
- POST 25/389** : **ADMINISTRATION CLERK: SUPPORT**  
Garden Route District
- SALARY** : R173 703 per annum
- CENTRE** : Oudtshoorn Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Willingness to work shifts. Relieve other clerks and rotate between departments. Competencies (knowledge/skills): Computer literacy, MS Office packages. Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels.

- Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good verbal, written and interpersonal skills.
- DUTIES** : Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing division. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager regarding patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and other electronic documentation. Support the Nursing Management with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.
- ENQUIRIES APPLICATIONS** : Ms H Human Tel No: (044) 203-7203  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/390** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
: Bothasig Community Day Centre  
: Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate experience in Information Management environment. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Access). Knowledge and experience in departmental systems, i.e. Health Information Systems, Ideal clinic, Sinjani, PHCIS etc. Knowledge of Health Information policies. Fluent in at least two of the three official languages of the Western Cape.
- DUTIES** : Data Collection, Collation, Capturing and Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and minute taking etc.) Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities, audit preparation.
- ENQUIRIES APPLICATIONS** : Ms DE Poole Tel No: (021) 558-5010  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 November 2020
- POST 25/391** : **ECM SCANNER OPERATOR**  
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R145 281per annum  
: Khayelitsha District Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing, filing and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Electronic Records Management (ECM).
- DUTIES** : Open, sort, distribute and frank mail. Efficient and the confidential handling of mail. Opening, closing, archiving of files and identify files to be dispose according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the HR functions. Maintaining update registers. Ordering of goods/stationary and completion of LOGIS documents.
- ENQUIRIES APPLICATIONS** : Ms S Fiekies Tel No: (021) 360-4291  
: Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
- NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 13 November 2020

**POST 25/392** : **HANDYMAN (WORKSHOP)**  
Chief Directorate: Metro Health Services

**SALARY** : R145 281 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirement of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials, be skilled in the usage of a variety of tools and adhere to safety standards. Ability to work independently, plan ahead (pro-active) and as part of a team.

**DUTIES** : Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. Assist the Chief Artisan with Adhoc duties as requires.

**ENQUIRIES** : Mr L Petersen Tel No: (021) 360-4705  
**APPLICATIONS** : Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha Hospital, Private Bag X6, Khayelitsha, 7784

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

**CLOSING DATE** : 13 November 2020

**POST 25/393** : **CLEANER**  
(Chief Directorate: Emergency and Clinical Services Support)

**SALARY** : R102 534 per annum  
**CENTRE** : Forensic Pathology Service, Mossel Bay  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning mortuary, hospital, and/or laboratory environments. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and experience in a cleaning environment, use of equipment, materials and chemicals. Ability to work in the vicinity of corpses (mutilated, decomposed, infectious viruses, etc).

**DUTIES** : Maintain a high standard of cleanliness and hygiene in the facility; surrounding grounds and applies Occupational health and safety measures. Provide clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, cleaning of offices, kitchen, dissection areas, trolleys, body pans, instruments, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment is clean after usage and securely stored. Elementary stock control and effective use of cleaning agent and stock. Clean, wash and disinfect all official vehicles and equipment weekly or when request so. Attend in-service training appropriate to service delivery and provide support to supervisor and colleagues

**ENQUIRIES** : Mr TJ Mangali Tel No: (044) 690 3105  
**APPLICATIONS** : The Director: Human Resource Office, Forensic Pathology Services Private Bag X1, Tygerberg, 7505

**FOR ATTENTION** : Mr B Wepener  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

**POST 25/394** : **GENERAL WORKER STORES**  
Chief Directorate: Rural Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies

		(knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accurate in work.
<b><u>DUTIES</u></b>	:	Delivery of stock to all Departments of Worcester Hospital. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with picking and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Cleaning of shelves and general Stores Area as well as yard round stores. Provide effective support to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr LN Joostenberg Tel No: (023) 348-1174
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850
<b><u>FOR ATTENTION</u></b>	:	Ms H Swart
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/395</u></b>	:	<b><u>HOUSEHOLD AID (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of infection control and safety procedures of a hospital environment.
<b><u>DUTIES</u></b>	:	Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms G Mashaba Tel No: (021) 360-4511
<b><u>APPLICATIONS</u></b>	:	Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private bag X6, Khayelitsha, 7783.
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/396</u></b>	:	<b><u>CLEANER (X2 POSTS)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R102 534 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.
<b><u>DUTIES</u></b>	:	General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with

general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

**ENQUIRIES** : Mr TW Ntombana Tel No: (023) 414-8200  
**APPLICATIONS** : Please submit your application for the attention of Ms S Pienaar to the Manager: Garden Route District Office, Private Bag X6592, George, 6530.  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 November 2020

#### **DEPARTMENT OF THE PREMIER**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>  
**CLOSING DATE** : 16 November 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POST**

**POST 25/397** : **POLICY AND STRATEGY RESEARCHER: (POLICY RESEARCH AND ANALYSIS) AND (ECONOMIC STRATEGY) REF NO: DOTP 52/2020 (X2 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3-years' experience within a research environment. Recommendation: A post-graduate qualification in the Social Sciences would be advantageous; Working knowledge of project management; Experience in the following: Social and economic policy (and/or other related fields) development and implementation; Working with applied innovative methodologies; managing stakeholder relations, facilitation and be strong in networking; Background in the coordination of the government planning cycle; Ability to conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Proven working experience in a fast-paced, flexible and dynamic environment. Competencies: Extensive working knowledge of the following: Public management theory and practice; Public policy analysis and public policy development processes; Use of innovative methods in research and policy design; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration or similar; Global, regional and local political, economic and social affairs; Constitutional, legal and institutional arrangements governing the South Africa public sector; Intergovernmental and international relations; Strong conceptual and formulation skills; Outstanding planning, organizing and people management skills; Proven computer literacy skills; Team building and strong inter-personal skills; Ability to lead and direct teams of professionals and service providers; Excellent communication skills.  
**DUTIES** : Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Provide input into multi-functional policy and strategic responses; Assist in the development of appropriate, integrated and multi-disciplinary government programmes.

**ENQUIRIES** : Ms A Martinus at Tel No: (021) 483 3437

#### **PROVINCIAL TREASURY**

**CLOSING DATE** : 16 November 2020  
**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel

will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 25/398** : **DIRECTOR: MUNICIPAL FINANCE MANAGEMENT ACT COORDINATION REF NO: PT 2020 - 14**
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Bachelor's degree in Accounting/Finance/Economics; At least 5 years' in a municipal environment; At least 5 years' management experience; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of the MFMA, PFMA, NTR's; Knowledge of provincial policy development; Financial Management; and Municipal Minimum Competency. Competencies: Strategic capability and leadership; Change management; Communication: written and oral skills; Financial management; Knowledge management; and Project management.
- DUTIES** : Provide strategic management, guidance and advice in terms of the MFMA implementation in the province; Monitor the implementation of the MFMA in the province; Coordinate and report on all activities in relation to the MFMA implementation in the province; Provide intergovernmental coordination within the province, municipalities and national government; Report to the executive council and NT on the implementation of the MFMA; and Human Resource Management.
- ENQUIRIES** : Mr S Kenyon Tel No: (021) 483 3579
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

#### **OTHER POSTS**

- POST 25/399** : **CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 2, REF NO: PT 17/2020**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : A appropriate B-Degree qualification in Accounting; A minimum of 3 years appropriate middle management experience with respect to accounting practices. Recommendation: A valid code B driving licence; Working knowledge of Standards of GRAP and the Modified Cash Standard; Experience and proven knowledge of technical abilities with respect to accounting practices; Post Graduate degree; An aptitude for training and rolling out the relevant reporting frameworks; Affiliation to accounting professional bodies. Competencies: Knowledge of the following: Accounting systems (PERSAL/ LOGIS and BAS); Strong financial background specially in financial accounting; Financial norms and standards (Public Finance Management Act, National Treasury regulations and Provincial Treasury Directives; Project management; Communication (written and verbal) skills; Presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work; Planning and organising; Excellent networking abilities.
- DUTIES** : Assess and roll out of new accounting frameworks (MCS/GRAP); Compile annual consolidated financial statements; Research and issue best accounting practices; Provide technical assistance on interpretation of accounting standards and frameworks; Establish and maintain competent accounting units across departments and entities; Improve financial governance through financial performance indicator assessments; Managing staff performance.
- ENQUIRIES** : Ms A Aboo at Tel No: (021) 483 9081

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/400** : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT, REF NO: PT 18/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) All-inclusive salary package  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Finance/ Economics/ Commerce pr Built environment; A minimum of 5 years management level experience of which 3 years must be in the built environment /property/infrastructure environment; A valid (Code B or higher) driving licence. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills in: Strategic planning and analysis; Communication skills (written and verbal); Proven computer literacy in MS Office packages.
- DUTIES** : Evaluate, assess and monitor compliance with IDMS, FIDPM; Monitor infrastructure spending performance and the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Promote the optimal management of immovable assets; Assess property lease and Acquisition/ disposal transactions; People and managerial management.
- ENQUIRIES APPLICATIONS** : Mr K Langenhoven at Tel No: (021) 483 6849  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- CLOSING DATE NOTE** : 16 November 2020  
: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 25/401** : **SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS REF NO: DSD 78/2020**
- SALARY CENTRE REQUIREMENTS** : Grade 1 - 2: R363 801 - R581 178 per annum (OSD as prescribed)  
: Social Development, Western Cape Government  
: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A valid driving licence. Grade 1: A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; Grade 2: A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Competencies: Advanced knowledge of applicable social work and related policies and prescripts; Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Planning and organising skills; Project planning skills; Networking; Professional counselling; Policy analysis and development; Ability



to compile complex reports; Proven computer literacy; Presentation and facilitation skills; problem solving and analytical ability; Client orientation and customer focus skills; Financial Management; Monitoring and evaluation skills; Contract Management skills.

- DUTIES** : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Assessment of the Business Plan of NPO in line with specifications and the strategic objectives of the programme as stipulated in the APP; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO's/ child headed households / shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management / Relationship Management (International / National / Provincial / Local / regional); Keep up to date with new developments in the social work field; Perform higher level administrative functions as required in the unit.
- ENQUIRIES APPLICATIONS** : Mr D Cowley at Tel No: (021) 483 6296  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 25/402** : **CHIEF REGISTRY CLERK: METRO SOUTH LOGISTICAL SERVICES REF NO: DSD 74/2020**

- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Communication (written and verbal) skills; Planning and organising skills.

- DUTIES** : Supervise the following: Handling of incoming and outgoing correspondence; The reception and receive all mail; Sort, register and dispatch mail; Render an effective filing and record management service; Opening and close files according to the record classification system; The operation and operate office machines in relation to the registry function; Assess staff performance; Apply discipline.

- ENQUIRIES APPLICATIONS** : Mr C Palmer at Tel No: (021) 763 6219  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

- CLOSING DATE** : 16 November 2020  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 25/403** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: TPW 88/2020**

- SALARY** : Grade A: R718 059 - R766 278 per annum (OSD as prescribed).  
Grade B: R809 631 - R872 220 per annum (OSD as prescribed).  
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed).
- CENTRE** : Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Geometric design, traffic engineering or transport planning and analysis experience. Competencies: Knowledge of the following: Geometric design, traffic engineering; Transport planning and analysis; Legal and operational compliance; Computer-aided engineering applications and processes aptitude; Project and programme management; Ability to create a high performance culture; Written and verbal communication skills; Professional judgement.
- DUTIES** : Conceptual planning and design of provincial roads; Technical feasibility investigations and the economic assessment of road and network interventions; Manage the conceptual design or planning stage of road projects; Proclamation and authorisations.
- ENQUIRIES** : Ms D Martheze at Tel No: (021) 483 2177
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/404** : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
- DUTIES** : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
- ENQUIRIES** : Mr D Plaatjies at Tel No: (044) 272 3699
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/405** : **ADMINISTRATION CLERK: WORKSHOP (HR AND GENERAL OFFICE SUPPORT SERVICES REGION2) REF NO: TPW 106/2020**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Work experience in a workshop or similar environment; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Vehicle wall charts; Identification of vehicles; Supply chain management; National, provincial and departmental policies; Types of vehicles and plant; Written and verbal communication skills.
- DUTIES** : Responsible for all administration pertaining to the workshop; Liaison with finance component and external service providers in ensuring the timeous delivery of parts required by workshop; Responsible for reception and switchboard; Supports supply chain in execution of certain supply chain functions.
- ENQUIRIES** : Mr S.J Schoeman at Tel No: (044) 272 6071

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/406** : **ADMINISTRATION CLERK: ROAD PROGRAMME SERVICES REF NO: TPW 45/2020 R1 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Road Network Management, Department of Transport and Public Works or support departments; A valid (Code B or higher) driving licence; Post school qualification. Competencies: Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.
- DUTIES** : Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filing system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and Subsistence and Travel requests; Perform procurement support functions, i.e. organising of catering and ordering stationery; Data capturing support, processing Human Resource documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation; Understanding development and education, inclusive of timetables, course admin and logistics.
- ENQUIRIES APPLICATIONS** : Ms C Liddle at Tel No: (076) 055 1035  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 25/407** : **OPERATOR (CARPENTER): ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 02/2019 R1**
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)  
: Transport and Public Works, Western Cape Government  
: A Grade 10 (Junior Certificate or equivalent) with a minimum of 3 years relevant experience; A valid driving licence EC/EC1; Professional Driving Permit (PDP). Recommendations: Experience in the operating of minor construction machines and in civil construction activities. Competencies: Working knowledge of building, maintenance and reparation of roads; Knowledge of bitumen products, concrete work and applicable legal aspects; Communication skills in two of the three official languages in the Western Cape; Planning and organising; People Management skills.
- DUTIES** : Routine maintenance work on concrete structure; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck, etc.); Supervision of staff; Administrative duties such as completion of logs and toolbox talks; Traffic accommodation according to SARTSM.
- ENQUIRIES APPLICATIONS** : Mr SH Jacobs at Tel No: (021) 863 2020  
: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, [westerncape@respond.co.za](mailto:westerncape@respond.co.za). Applications not submitted on or before the closing date as well as faxed copies will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants

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

- POST 25/408** : **CAMP MAINTENANCE WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 REF NO: TPW 107/2020 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : ABET – Ability to read and write (Basic literacy). Recommendations: Relevant experience. Competencies: A good understanding of the following: Bricklaying, carpentry, plumbing and paint works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; Operating equipment and construction machinery; Safety standards and road safety; Communication skills; Ability to work under pressure and meet deadlines; Ability to work independently without constant supervision; Self-motivated; Able to work in a team and relate well with others.
- DUTIES** : Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road traffic signs; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the Oudtshoorn Road Camp is kept neat and tidy.
- ENQUIRIES** : Mr D Plaatjies/Ms A Matthews at Tel No: (044) 272 6071  
**APPLICATIONS** : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.