



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2019

DATE ISSUED: 19 JULY 2019

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### AMENDMENTS

: **DEPARTMENT OF PUBLIC ENTERPRISES:** Kindly note that the post of Director-General with Ref No: DPE/2019/010 advertised in the Public Service Vacancy Circular 25 dated 12 July 2019, was advertised with incorrect salary scale, the correct salary scale is R1 978 533 per annum. Enquiries: Ms Henriette Strauss, Tel (012) 431 1222. We apologise for any inconvenience caused. **DEPARTMENT OF PUBLIC WORKS:** Kindly note that the post of Assistant Director: Movable Assets Management with Ref No: 2019/153 (X1 Post), Nelspruit advertised in Public Service Vacancy Circular 23 dated 28 June 2019 has been withdrawn. **GAUTENG: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the post of Assistant Director: Information and Knowledge Management Systems with Ref No: SD/2019/07/03 advertised in Public Service Vacancy Circular 24 dated 19 July 2019, the closing date has been extended to the 02 August 2019. **KZN: PROVINCIAL TREASURY:** kindly note that the post of Assistant Director: BAS with Ref No: KZN PT 19/20 advertised in the Public Service Vacancy circular 20 dated 07 June 2019, the requirement has been amended as follows: A NQF level 7 Degree or NQF level 6 National Diploma in Financial Information Systems or any Financial or Accounting related field that was The applicants who previously applied are encouraged to re-apply if they still meet the requirements, and the closing date has been extended to 02 August 2019. Sorry for the inconvenience.

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## DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms N Sathege/Ms M Mahape
- CLOSING DATE** : 02 August 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 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. Correspondence will only be entered into with short-listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered. The Department of Basic Education is committed to providing equal opportunities and practising. Affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

## MANAGEMENT ECHELON

- POST 26/01** : **DIRECTOR REF NO: DBPP/01/2019**  
Branch: Office of the Director-General  
Chief Directorate: Office of the Director-General  
Directorate: Business and Parliamentary Processes
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (All-Inclusive remuneration package)  
: Pretoria  
: An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA supported by 5 years' experience at senior/managerial level; 5 years of appropriate experience and an understanding of the South African political landscape. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must have good communication skills (verbal and written).
- DUTIES** : The successful candidate will be responsible for the management and administration of the activities and staff within the directorate; Providing strategic leadership and high level systems for parliamentary and business processes; Coordinate and manage all Director General' MEMOs and ensure efficient workflow processes and record keeping within the department; The incumbent will be further expected to implement and manage the DPSA Operations Management Framework in respect of: (1) Service Standards, (2) Service Charter, (3) Standard Operating Procedures, (4) Business Process Management, (5) Service Delivery Model, (6) Service Delivery Improvement Plan; Analyse and write high level reports as well as undertake research projects for the Office of the Director General; and provide support services to the Legislature/ Parliamentary Oversight Structures which includes ensuring timeous responses to parliamentary questions, queries and tabling of quarterly, annual and other reports.
- ENQUIRIES NOTE** : Ms N Sathege Tel No: (012) 357 3290/ Ms M Mahape Tel No: (012) 357 3291  
: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel

extensively. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 16 August 2019 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

## OTHER POSTS

- POST 26/02** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 04/19/01 (X2 POSTS)**
- SALARY** : R257 508 per annum (Level 05)
- CENTRE** : SAMHS HQ (Patient Administration), Lyttelton, Pretoria
- REQUIREMENTS** : Grade 12 / NQF level 2 – 4 preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Reception, secretarial, data capturing and mainframe experience is a requirement. Special requirement (skills needed): Managerial skills, computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals Knowledge of Patient Administration processes. Must have empathy with sick, elderly and disabled patients. Must be able to work under pressure. Must be able to work under pressure. Must be able to obtain security clearance within a year.
- DUTIES** : The applicant will predominantly be involved in all aspects of processing of Medical Accounts which includes receiving, registering, verifying of the medical accounts before they are submitted for payment. Other tasks will include telephone and walk-in queries on payment of medical invoices, queries on special authorization for the referred patients which include both local and foreign patients as well ensuring the registration of private service providers on the DOD data base.
- ENQUIRIES** : Col M. Gumede Tel No: (012) 671 5046 Lt Col N. Mnyaiza Tel No: (012) 671 5136
- APPLICATIONS** : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.

**POST 26/03** : **ADMINISTRATION CLERK: PRODUCTION (USAGE 254) REF NO: SG 04/19/02**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : SAMHS HQ, Directorate Social Work, Lyttelton, Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent (preferable). Applicants with prior learning, either by means of experience of alternative courses may also apply. Special requirements (Skills needed): Knowledge and experience in executing clerical duties. Computer literate. Detail knowledge of the operation/utilization of specific software packages. Good communication skills (written and verbal). Good office administration and interpersonal skills, good filing and organisational skills. Driver's license is a prerequisite. Relevant practical experience.

**DUTIES** : Type routine notes, memos, letters and reports. Develop new ideas to change existing methods. Handle S & T claims. Handle petty cash payments. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Ordering and purchasing of stationary. Keep the Senior Managers directory. Scan newspapers and collect important clippings for Senior Manager. Organize social functions.

**ENQUIRIES** : Ms K Motsepe Tel No: (012) 367 9154  
**APPLICATIONS** : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to SAMHS HQ, Directorate Social Work, Katzenellenbogen Building, c/o Nossob and Jochemus streets, Erasmuskloof, Pretoria

**POST 26/04** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): PRODUCTION REF NO: SG 04/19/03 (X4 POSTS)**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : 1 Military Hospital, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : NQF Level 2 – 4 preferable. Members with prior learning, either by means of experience or alternative courses may also apply. Special requirements: Must be an RSA citizen. Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organizational skills, ability to work with the medical (Patient Admin) database, good telephone etiquette and customer care. Proven ability to communicate effectively (written and verbal) in English. Knowledge of policies and directives, Handle repetitive work. Team player. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year. Typing test will be taken during selection board to determine the fast typing skills of applicants (average of 25 words per minute).

**DUTIES** : Ensure an effective reception service. Record organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administrative output control statistics. Retrieve records for HCP's/management.

**ENQUIRIES** : Lt Col F.I.T. Tladi Tel No: (012) 314 0309  
**APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria

**POST 26/05** : **PERSONNEL OFFICIAL: PRODUCTION (USAGE 511) REF NO: SG 04/19/04**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : AMHU NC Kimberley  
**REQUIREMENTS** : Grade 12 with relevant experience. Special requirements (Skills needed): Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, problem solving and typing skills must be able to obtain a confidential security clearance within a year.

**DUTIES** : Participate in the managing of the AMHU NC Personnel department, under the supervision of SO2 Human Resource/ Chief clerk. Administration iro new appointment, registrations, transfers, contract expiry, retirements, pension and MEM/EISP. Request for detached duties. Promotion enquiries. Clearing in and out of members. Reporting signals. Administration of commuted overtime on a monthly basis. All computer actions on system. Performance appraisals and

- incentives. Studies at State Expense. Record keeping correct and updated. Remunerative work outside SANDF.
- ENQUIRIES** : Maj L L. Masalisa Tel No: (053) 830 3225 WO2 B. Nel Tel No: (053) 830 3166  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NC Kimberley, Private Bag X5056, Kimberley, 8301 or may be hand delivered to AMHU NC, Diskobolos Street, Diskobolos, Kimberley
- POST 26/06** : **SENIOR STOREKEEPER GRADE 1 REF NO: SG 04/19/05 (X9 POSTS)**
- SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : Military Health Base Depot, Pretoria  
**REQUIREMENTS** : NQF level 1- 4 with relevant experience. Prior experience as a supervisor will be an advantage. Special requirements (Skills needed): Experience as a storeman. Communicate effectively. Interpersonal skills. Physical fit to stand for long hours. Ability to communicate effectively (Verbal and written) in English. No criminal record.
- DUTIES** : Assist when stock is collected from Transito-in. Check stock for correctness and transport stock to the store. Correct packing of stock in allocated bin locations. Ensure boxes are packed neatly. Ensure that correctly identified stock is issued, according to IV, description and expiry date. Transport stock to Transito-out. Assist with the physical counting of stock. Sweep and dust the office daily. Empty dustbins. Ensuring physical access control. You must adhere to all OHS rules and regulations. Utilize labour saving devices according to prescriptions. Report any defaults asap.
- ENQUIRIES** : Major M Mothudi Tel No: (012) 355 4198  
**APPLICATIONS** : Department of Defence, South African Military Health Service, Military Health Base Depot, Private Bag x162, Pretoria, 0001 or maybe hand delivered to Military Health Base Depot, Patriot Street, Salvokop, Pretoria
- POST 26/07** : **FOOD SERVICE SUPERVISOR REF NO: SG 04/19/06 (X3 POSTS)**
- SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : 1 Military Hospital, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : NQF Level 2 – 4. Special requirements: Must be an RSA citizen preferably with Food Handler experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.
- DUTIES** : Perform the following tasks: Function as a shift leader. Work out a shift roster together with the Kitchen Supervisor. Do leave planning with members. Assist with receiving of rations. Operate kitchen appliances. Damp dust over bed tables. Clean food trolley. Strip and apply sealer once in 3 months. Wash windows and walls once in 3 months. Wash cupboards weekly. Count cutlery after each meal. Empty refuse bin frequently. Report any defaults. Check serviceability of equipment. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals.
- ENQUIRIES** : Warrant Officer Class 1 R.I. Seiso Tel no: (012) 314 0019  
**APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
- POST 26/08** : **PRINCIPAL PORTER REF NO: SG 04/19/07 (X2 POSTS)**
- SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : 1 Military Hospital, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : NQF Level 2 (Grade 10). Members with prior learning, either by means of experience or alternative courses may also apply. Special requirements: Must be an RSA citizen. Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written and verbal) in English. Handle repetitive work. Team player. Problem solving. Must be able to obtain security clearance within a year. Must be physically healthy. Age group between 18 years and 35 years.
- DUTIES** : Transport patients between various departments within the hospital. Transport patients from vehicles/ambulances to hospitals and back. Transport documents, packages and equipment's between various departments within the hospital. Handle telephonic enquiries. Supervisory function.
- ENQUIRIES** : Lt Col F.I.T. Tladi Tel no: (012) 314 0309

**APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria

**POST 26/09** : **SENIOR OPERATOR (PATIENT ADMINISTRATION) (USAGE 2249) REF NO: SG 04/19/08**

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein  
**REQUIREMENTS** : Grade 12. Applicants with prior learning, either by means of experience or alternative courses may also apply. Patient Administration and mainframe experience is a requirement. Must be an RSA citizen currently staying in Bloemfontein area. Special requirements (skills needed): Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written and verbal) in English. Handle repetitive work. Team player. Knowledge of Patient Administration processes. Must be able to obtain security clearance within a year. Must be able to work under pressure.

**DUTIES** : Managing health records. The applicant will be involved in all aspects of scanning and capturing processes. Receiving of health records. Handling health record enquiries. Telephonic queries. Compiling quarterly and monthly statistics for management. Retrieve records for HCP's/management. Problem solving.

**ENQUIRIES** : Maj M.M. September Tel No: (051) 402 2355  
**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**POST 26/10** : **SENIOR OPERATOR (NURSING) REF NO: SG 04/19/09 (X2 POSTS)**

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : 3 Military Hospital, Tempe, Bloemfontein  
**REQUIREMENTS** : NQF Level 2 - 4. Grade 12 will be an advantage. Must be an RSA citizen currently staying in Bloemfontein area with 2 years' experience in a health care facility or Military environment. Special requirements (skills needed): Basic Foundation Course in Sterilization is compulsory. Advanced Sterilization Course will be an advantage. Must be physically healthy. Must be able to communicate effectively in English.

**DUTIES** : Maintain a high standard of cleaning, disinfecting, packing and sterilizing of packs, medical consumables, instruments and equipment. Control, pack and sterilize surgical instruments and loose medical consumables. Distribute sterilized packs and instruments to the wards. Must be able to operate the instrument sterilizers. Packing of wards and theatre stock. Control and re-date packs that have expired. Assist with the annual stock take of instruments for the whole Hospital.

**ENQUIRIES** : Maj H.M. Breitenbach Tel No: (051) 402 2213  
**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.

**POST 26/11** : **FOOD SERVICE SUPERVISOR (USAGE 245) REF NO: SG 04/19/10**

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : Military Health Training Formation HQ, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : NQF Level 1 - 4 Preferable. Must be an RSA citizen. Experience in handling of food and cleaning. Managerial skills will be an advantage. Must be able to obtain a confidential security clearance within a year. No criminal record.

**DUTIES** : Do leave planning with members. Assist with receiving of rations. Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation during field exercises. Cleaning of trays. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Mop the kitchen floor after each meal. Wash cupboards and walls weekly.



- ENQUIRIES** : Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132
- APPLICATIONS** : Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria.
- POST 26/12** : **ART FOREMAN CLEANER (USAGE 1059) REF NO: SG 04/19/11**
- SALARY** : R122 595 per annum (Level 03)
- CENTRE** : AMHU GT, Pretoria
- REQUIREMENTS** : ABET (Level 1 – 4). Previous cleaning experience and supervision will be an advantage. Must be physically fit. Special requirements (skills needed): Knowledge of Batho Pele principals. Communicate effectively. Interpersonal relationship skills. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to work as a team leader. Basic numeric and literacy skills. References will be verified.
- DUTIES** : Manage cleaning teams to provide general office/halls and hygiene cleaning services. Undertake inspection of buildings and premises and report deficiencies. Prevent the building up of refuse. Controlling and safe keeping of equipment in care. Acquire and equipment. Render housekeeping (sweeping, mopping, hovering, polishing, shampooing of chairs and carpets, dusting and waxing of furnisher, cleaning windows and walls, cleaning toilets, washing dishes, cutlery and laundry). Record and control the usage of household and cleaning material. Ensures safe keeping of kitchen resources.
- ENQUIRIES** : WO2 S. Bekker Tel No: (012) 319 3152
- APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, AMHU GT, Private Bag X02, 0031 or maybe hand delivered to AMHU GT, 185 Rose Street, Riviera, Pretoria.
- POST 26/13** : **ART FOREMAN CLEANER (USAGE 477) REF NO: SG 04/19/12**
- SALARY** : R122 595 per annum
- CENTRE** : AMHU NW, Potchefstroom
- REQUIREMENTS** : NQF Level 1 – 4. Previous cleaning experience and supervision will be an advantage. Must be physically fit. Special requirements (skills needed): Knowledge of a limited range of work procedures such as: Cleaning, Equipment, working procedures, safety, health and safety measures and incident handling procedures. Skills: Basic numeracy, basic interpersonal relationship, organising. Ability to communicate effectively (verbal and written) in English.
- DUTIES** : See to the cleaning of offices, residential and other accommodations/ buildings. Ensure that the Cleaners shine, wash, dust, scrub and polish floors, windows, walls, carpets, furniture, frames and office equipment. Ensure that the garbage is removed. Ensure that towels, soap and similar items are placed in cloakrooms. Apply for daily supplies/equipment, collect it and issue to Cleaners. Keep supply register up to date. Check the general condition of cleaning machinery regularly and report faults where equipment is not up to standard. Exercise control over keys and the locking and unlocking of halls. See to attendance register, leave and relieve of cleaning personnel.
- ENQUIRIES** : Sgt R. Mokgathe Tel No: (018) 289 1132
- APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NW HR Offices, Private Bag X2011, Noordbrug, Potchefstroom, 2531 or maybe hand delivered to AMHU NW, General Koos De La Rey Driveway, Potchefstroom.
- POST 26/14** : **CLEANER REF NO: SG 04/19/13 (X46 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : 1 Military Hospital, Thaba Tshwane, Pretoria
- REQUIREMENTS** : NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with cleaning experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.

- DUTIES** : Perform the following tasks: sweep floors, vacuum carpets, clean windows, dust off and polish furniture, buff floors, clean ablution facilities, clean kitchen utensils and crockery, clean workshops, and remove and dispose of medical and general waste. Operate cleaning machinery including industrial sized vacuum cleaners and heavy duty floor buff machine.
- ENQUIRIES APPLICATIONS** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019  
Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
- POST 26/15** : **FOOD SERVICE AID II REF NO: SG 04/19/14 (X22 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
1 Military Hospital, Thaba Tshwane, Pretoria  
NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with Food Handler experience in hospital or clinical environment. Must be able to work shifts. Must be able to communicate effectively with hospital personnel, visitors and patients. Must be physically healthy. Age group between 18 years and 35 years.
- DUTIES** : Perform the following tasks: Damp dust over bed tables. Clean food trolley. Strip and apply sealer once in 3 months. Wash windows and walls once in 3 months. Wash cupboards weekly. Count cutlery after each meal. Empty refuse bin frequently. Report any defaults. Check serviceability of equipment. Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals.
- ENQUIRIES APPLICATIONS** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019  
Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
- POST 26/16** : **GROUNDSMAN II REF NO: SG 04/19/15 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
1 Military Hospital, Thaba Tshwane, Pretoria  
NQF Level 1 – 4. Special requirements: Must be an RSA citizen preferably with Groundsman experience. Must be able to work normal working hours. Must be able to communicate effectively with hospital personnel and visitors. Must be physically healthy. Age group between 18 years and 35 years.
- DUTIES** : Perform the following tasks: Maintenance of established gardens. Preparation of soil for planting. Planting of trees, flowers, grass etc. Mowing of lawns and cutting of edges. Irrigation. Removal of refuse. Loading and unloading of refuse. Keeping other structures clean and tidy eg barbeque facilities, parking areas and gutters. Daily removal of garden refuse waste upkeep and maintenance of the selected gardens. Clean swimming pool and treat with chemicals. Maintain fences. Assist with preparation of grounds for functions. The maintaining of equipment that is utilised. Ensure all equipment is clean after use. Ensure equipment is correctly handled. Check the serviceability of equipment. Use the applicable equipment for its specific use.
- ENQUIRIES APPLICATIONS** : Warrant Officer Class 1 R.I. Seiso Tel No: (012) 314 0019  
Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
- POST 26/17** : **SENIOR PORTER REF NO: SG 04/19/16 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
1 Military Hospital, Thaba Tshwane, Pretoria  
NQF Level 2 (Grade 10). Members with prior learning, either by means of experience or alternative courses may also apply. Special requirements: Must be an RSA citizen. Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written and verbal) in English. Handle repetitive work. Team player. Problem solving. Must be able to obtain security clearance within a year. Must be physically healthy. Age group between 18 years and 35 years.
- DUTIES** : Transport patients between various departments within the hospital. Transport patients from vehicles/ambulances to hospitals and back. Transport

- documents, packages and equipment's between various departments within the hospital. Handle telephonic enquiries.
- ENQUIRIES** : Lt Col F.I.T. Tladi Tel No: (012) 314 0309
- APPLICATIONS** : Department of Defence, South African Military Health Service, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or maybe hand delivered to 1 Military Hospital, 1026 Voortrekker Street, Thaba Tshwane, Pretoria
- POST 26/18** : **SENIOR PORTER REF NO: SG 04/19/17 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : 3 Military Hospital, Tempe, Bloemfontein
- REQUIREMENTS** : Grade 10. Applicants with prior learning, either by means of experience or alternative courses may also apply. Must be an RSA citizen currently staying in Bloemfontein area. Special requirements (skill needed): Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Must be able to obtain security clearance within a year. Must be able to work under pressure. Applicant must be in good health to be able to transport patient on wheelchairs and on hospital beds.
- DUTIES** : Transporting of patients between various departments within the hospital. Transporting of patients from vehicles/ambulances to hospital and back. Transporting of documents, packages and equipment between various departments within the hospital. Telephonic enquiries. Problem solving.
- ENQUIRIES** : Maj M.M. September Tel No: (051) 402 2355
- APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.
- POST 26/19** : **GROUNDSMAN II REF NO: SG 04/19/18 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Military Veterinary Institute (MVI), Potchefstroom
- REQUIREMENTS** : Grade 12. Age 18 – 35. Good health. RSA Citizen. Good communication skills and English second language. No criminal record. Gardening experience. Must not be afraid of dogs and horses. Competencies in welding, chain saw operating, wood work or similar skills will be an added benefit.
- DUTIES** : Maintenance of established gardens, preparation of soil for planting, planting of plants and grass, mowing of lawns and cutting of edges, irrigation, removal of refuse, loading and unloading of refuse, maintenance and cleaning of outside structures like parking areas and gutters, removal of garden refuse, cleaning of dog kennels, cleaning of horse paddocks and stables. Repair to infrastructure and fences with power and non-powered tools and other related tasks as instructed by the various supervisors.
- ENQUIRIES** : Colonel R. Harris Tel No: (018) 289 3098 Sergeant J.H. Moses Tel: (018) 289 3098
- APPLICATIONS** : Department of Defence, South African Military Health Service, Military Veterinary Institute, Private Bag X11, Noordbrug, 2522 or maybe hand deliver to Military Veterinary Institute, Ventersdorp Road, Potchefstroom Military Base, Office of Lance Corporal Erasmus
- POST 26/20** : **CLEANER (USAGE 414) REF NO: SG 04/19/19**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AMHU EC, Health Centre PE, Forest Hill, Port Elizabeth
- REQUIREMENTS** : NQF Level 1 - 4 with relevant experience. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English. Must be physically healthy. Must be a RSA citizen with cleaning experience. Ability to work under minimum supervision and operate basic cleaning equipment. No criminal record.
- DUTIES** : To ensure a high standard of cleaning and hygiene service. Perform cleaning related duties in offices and other facilities as determine by Supervisor (i.e sweeping, vacuuming, window cleaning, dusting of furniture and or equipment, polishing of furniture and floors and mopping). Cleaning of ablution facilities. Regular cleaning and checking of the general condition of cleaning equipment and or machinery and reporting of any defects or potential risks. Fault and

damage reporting within your working environment. Ordering of toilet paper, paper towels and cleaning materials, tools, equipment and solutions.

**ENQUIRIES** : Maj N C Williams Tel No: (014) 505 1485  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth

**POST 26/21** : **CLEANER (USAGE 413) REF NO: SG 04/19/20**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU EC, Health Centre Grahamstown, 6 SAI BN, Grahamstown  
**REQUIREMENTS** : NQF Level 1 - 4 with relevant experience. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English. Must be physically healthy. Must be a RSA citizen with cleaning experience. Ability to work under minimum supervision and operate basic cleaning equipment. No criminal record.

**DUTIES** : To ensure a high standard of cleaning and hygiene service. Perform cleaning related duties in offices and other facilities as determine by Supervisor (i.e sweeping, vacuuming, window cleaning, dusting of furniture and or equipment, polishing of furniture and floors and mopping). Cleaning of ablution facilities. Regular cleaning and checking of the general condition of cleaning equipment and or machinery and reporting of any defects or potential risks. Fault and damage reporting within your working environment. Ordering of toilet paper, paper towels and cleaning materials, tools, equipment and solutions.

**ENQUIRIES** : Maj N C Williams Tel No: (014) 505 1485  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth

**POST 26/22** : **CLEANER (USAGE 429) REF NO: SG 04/19/21**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU EC Headquarters, Forest Hill, Port Elizabeth  
**REQUIREMENTS** : NQF Level 1 - 4 with relevant experience. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English. Must be physically healthy. Must be a RSA citizen with cleaning experience. Ability to work under minimum supervision and operate basic cleaning equipment. No criminal record.

**DUTIES** : To ensure a high standard of cleaning and hygiene service. Perform cleaning related duties in offices and other facilities as determine by Supervisor (i.e sweeping, vacuuming, window cleaning, dusting of furniture and or equipment, polishing of furniture and floors and mopping). Cleaning of ablution facilities. Regular cleaning and checking of the general condition of cleaning equipment and or machinery and reporting of any defects or potential risks. Fault and damage reporting within your working environment. Ordering of toilet paper, paper towels and cleaning materials, tools, equipment and solutions.

**ENQUIRIES** : Maj N C Williams Tel No: (014) 505 1485  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU EC, Private Bag X6032, Forest Hill, Port Elizabeth, 6001 or maybe hand delivered to AMHU EC, B - Block, Willow Drive, Forest Hill, Port Elizabeth

**POST 26/23** : **CLEANER REF NO: SG 04/19/22 (X3 POSTS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU GT, Pretoria  
**REQUIREMENTS** : ABET (Level 1 – 4) with relevant experience. Special requirements (skills needed): Communicate effectively. Must be physically healthy.

**DUTIES** : Clean the interior of buildings/Sickbay, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrear for removal. Vacuum and clean carpets, curtains/blinds and floors. Wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.

**ENQUIRIES** : WO2 S. Bekker Tel No: (012) 319 3152  
**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, AMHU GT, Private Bag X02, 0031 or maybe hand delivered to AMHU GT, 185 Rose Street, Riviera, Pretoria.

**POST 26/24** : **HOUSEHOLD AID II REF NO: SG 04/19/23 (4POSTS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU GT, Pretoria  
**REQUIREMENTS** : ABET (Level 1 – 4) with relevant experience. Special requirements (skills needed): Communicate effectively. Must be physically healthy.

**DUTIES** : Washing of dishes. Assisting with functions. Clean the interior of buildings/Sickbay, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrear for removal. Vacuum and clean carpets, curtains/blinds and floors. Wash windows, wash ablution facilities, remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.

**ENQUIRIES** : WO2 S. Bekker Tel No: (012) 319 3152  
**APPLICATIONS** : Department of Defence, South African Military Health Service, HR Services Department, AMHU GT, Private Bag X02, 0031 or maybe hand delivered to AMHU GT, 185 Rose Street, Riviera, Pretoria.

**POST 26/25** : **CLEANER REF NO: SG 04/19/24 (4 POSTS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU KZN, Bluff, Durban  
**REQUIREMENTS** : NQF Level 1 - 4 with relevant experience. Special requirements (Skills needed): Ability to communicate effectively (verbal and written) in English. Must be physically healthy. Must be a RSA citizen with cleaning experience. Ability to work under minimum supervision and operate basic cleaning equipment. No criminal record.

**DUTIES** : To ensure a high standard of cleaning and hygiene service. Perform cleaning related duties in offices and other facilities as determine by Supervisor (i.e sweeping, vacuuming, window cleaning, dusting of furniture and or equipment, polishing of furniture and floors and mopping). Cleaning of ablution facilities. Regular cleaning and checking of the general condition of cleaning equipment and or machinery and reporting of any defects or potential risks. Fault and damage reporting within your working environment. Ordering of toilet paper, paper towels and cleaning materials, tools, equipment and solutions.

**ENQUIRIES** : SSgt D. Pieterse Tel No: (031) 451 1058  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU KZN, Private Bag X05, Bluff, Durban, 4036 or maybe hand delivered to AMHU KZN, 85 OR Tambo Parade, South Beach, Durban

**POST 26/26** : **CLEANER (USAGE 457) REF NO: SG 04/19/25**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : AMHU NW, Potchefstroom  
**REQUIREMENTS** : Minimum of Grade 10 (NQF 2/ABET 4). Special Requirements: Previous experience will be advantage. Ability to communicate.

**DUTIES** : Perform cleaning-related duties in the offices and other facilities as determined by the supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Cleaning of ablution facilities. Report any defects in the workplace to the immediate supervisor.

**ENQUIRIES** : Sgt R Mokgathe Tel No: (018) 289 1132  
**APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU NW HR Offices, Private Bag X2011, Noordbrug, Potchefstroom, 2531 or maybe hand delivered to AMHU NW, General Koos De La Rey Driveway, Potchefstroom.

**POST 26/27** : **FOOD SERVICE AID II REF NO: SG 04/19/26 (X24 POSTS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Military Health Training Formation HQ, Thaba Tshwane, Pretoria  
**REQUIREMENTS** : NQF Level 1 - 4 Preferable. Must be an RSA citizen. Experience in handling of food and cleaning. Must be able to obtain a confidential security clearance within a year. No criminal record.

**DUTIES** : Operating kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assist with dishing up of meals. Assist with food preparation during field exercises. Cleaning of trays. Fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Serve tea or coffee. Collect dishes after meals. Take trolleys back to the kitchen after using. Mop the

kitchen floor after each meal. Wash cupboards and walls weekly. Ensure that the diet lists are taken in time to the kitchen.

**ENQUIRIES**

: Maj D. Tshabalala Tel No: (012) 674 6125/6123 SSgt E.D. Shingira Tel No: (012) 674 6133/6132

**APPLICATIONS**

: Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*GCIS is an equal opportunity employer and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.*

- APPLICATIONS** : The Chief Director: Human Resources Government Communications Private Bag X 745, Pretoria, 0001 for or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 02 August 2019
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. 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. 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, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

**MANAGEMENT ECHELON**

- POST 26/28** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) REF NO: 3/1/5/1 – 19/43**  
(Five-Year Renewable Contract)
- SALARY** : R1 978 533 per annum (All- inclusive salary package) of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A degree and post graduate degree (NQF level 8) as recognised by SAQA. Experience: 8-10 years at senior management level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996. Skills: Excellent written and verbal communication skills and the ability to interact with people at all levels. Strong creative, strategic, analytical, organizational and interpersonal skills at all levels. Innovative and creative thinking, computer literacy. Job Knowledge: Extensive knowledge of the South African communications landscape. An understanding of government communication discipline. An in-depth knowledge and understanding of government policies and programmes. Competencies Required: Strategic capability and leadership, financial management, problem solving and analysis, people management and

**DUTIES**

empowerment, project management, knowledge management, change management, service delivery innovation.

: Reporting to the Minister, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the Department. Serve as a spokesperson of Cabinet and government. Provide leadership in the development of generic communication strategies across government's national departments. Ensure integration, coherence and standard performance of communication within national government and across all spheres of government. Ensure the implementation of development communication. Enhance government's communication platforms, products and services in order to grow the voice of government. Lead the media bulk buying strategy of government and realise the intended savings. Oversee the function of GCIS and act as the Accounting Officer. Provide effective and timely support to the Minister and Deputy Minister, including participation in the Forum of South African Directors-General Cluster's work.

**ENQUIRIES**

: Mr Keitumetse Semakane Tel No: (012) 473 0128

**NOTE**

: The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.



## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- CLOSING DATE** : 05 August 2019 before 12h00 No late applications will be considered.
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.
- ERRATUM:** Kindly note that the post of Processor (EB Administrator) – Benefits Application Processing with Ref No: PBAP/EB-OPS/2019/07-10C advertised in Public Service Vacancy Circular 25 dated 12 July 2019, the telephone number (012) 319 2299 was incorrect. The correct telephone number is: (012) 399 2299, Ismael Radebe. Please accept our apologies for the inconvenience caused.

## MANAGEMENT ECHELON

- POST 26/29** : **GENERAL MANAGER: ENTERPRISE WIDE RISK (CHIEF RISK OFFICER)**  
**REF NO: GMEWR/2019/07-1P**
- SALARY** : R1 251 183 – R1 495 956 per annum (All- inclusive salary package)
- CENTRE** : Pretoria Office
- REQUIREMENTS** : A relevant B degree/B Tech (NQF 7) in Risk Management or related field as recognized by SAQA. A minimum of 10 years' relevant experience in an Enterprise Wide Risk Management (Risk and Fraud) environment - a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage. At least five years' senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the

Institute of Risk Managers of South Africa (IRMSA) will be an advantage. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Good communication skills. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Knowledge of Benefits Administration. Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Working knowledge of COSO Management Framework and Value chain.

**DUTIES**

: Ensure development and implementation of the Enterprise Risk and Fraud Prevention strategy: Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Programme policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Programme. Analyze Programme trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Programme functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of programme support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Programme policies and procedures. Monitor compliance with relevant legislation throughout all Programme functions. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Programme at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department: Manage the development and implementation of business continuity and disaster recovery plans. Manage the undertaking of risk assessments to determine the GPAA's current risk exposure. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage the development, implementation and maintenance of a risk management scorecard, to report risk ratings on a monthly basis. Manage and ensure fraud prevention and case management initiatives for the Department: Ensure the implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the Investigation of fraud and corruption business cases. Implementation of the Fraud Hotline Service, ensuring anonymity of staff reporting suspicious activity. Proactively monitor effectiveness of current GPAA and Employer fraud intelligence systems. Manage the investigation of employees' credit histories to identify any high risk employees in a timely manner. Manage all the resources in the Programme: Ensure the development and management of staff within the Programme. Implement and maintain a relevant management approach to support effective business results within the Programme. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Programme. One position of General Manager Enterprise Wide Risk (Chief Risk Officer) is currently available at the Government Pensions Administration Agency. The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services.

**ENQUIRIES**

: Mapule Mahlangu Tel No: (012) 399 2639

**APPLICATIONS**

: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag x63, Arcadia, Pretoria, 0001

**FOR ATTENTION**

: Mapule Mahlangu- Recruitment

**NOTE**

: Employment Equity target for the post is African, Coloured, or Indian female candidates or persons with disability. Candidates of the specified groups are encouraged to apply.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 05 August 2019

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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 drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

**ERRATUM:** Kindly note that the posts of Assistant Director Human Resources Management with Ref No: 40/19L/MP and Cluster Manager: Court Interpreting with Ref No: 29/19/LMP, advertised in the Public Service Vacancy Circular 24 dated 05 July 2019, the date has been extended from 22 July 2019 to 05 August 2019.

## MANAGEMENT ECHELON

**POST 26/30** : **REGIONAL HEAD REF NO: 19/99/CS**

**SALARY** : R1 251 183 – R1 495 956 per annum (All-inclusive remuneration package). The successful candidates will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office: Cape Town

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

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

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

: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

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

**POST 26/31** : **DIRECTOR: SECURITY MANAGEMENT REF NO: 19/84/COO**

**SALARY** : R1 057 326 – R1 245 495 per annum. (All inclusive remuneration packages). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

- REQUIREMENTS** : Bachelor's degree or equivalent qualification at least NQF Level 7; Minimum of ten 10 years' experience in security management field of which 5 years must be at a middle/senior managerial level; Experience and / or expertise in crime prevention, intelligence, counter-intelligence or surveillance operations as well as understanding of threat assessments investigations; Comprehensive knowledge of criminal justice would be an added advantage; Knowledge of the MISS, MPSS and other applicable security legislation and regulations; A valid driver's license. Skills and Competencies: Strategic Capabilities and Leadership; Project Management; Planning and Organizing; Financial and Change Management; Communication Skills (verbal and written); Computer Skills (MS Office), Presentation and Facilitation; Research and Knowledge Management; Service Delivery Innovation; Analytical and Problem solving; People management and Empowerment; Client Orientation and Customer focus.
- DUTIES** : Key Performance Areas: Ensure implementation and maintenance of physical security measures to all Departmental facilities and structures; Manage and coordinate information security policies and standards; Manage and facilitate vetting of staff, service providers, interns of security clearance and competencies; Manage all security functions within the Department together with Provincial Security Managers including management and performance of security contracts; Provide effective people management.
- ENQUIRIES** : Mr O. Melato Tel No: (012) 315 1351
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply

#### **OTHER POSTS**

- POST 26/32** : **STATE LAW ADVISER LP7- LP8 REF NO: 19/94/LD**
- SALARY** : R763 212 – R1 266 156. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : SALRC South African Law Reform Commission: Centurion
- REQUIREMENTS** : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; A valid driver's licence; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills and Competencies: Litigation; Legal Research and legislative drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills written and verbal; Computer literacy; Planning and organizing skills; Analytical and report writing skills.
- DUTIES** : Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the Law of South Africa; Develop, improve, modernize and draft legislation for Law Reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Perform other administrative duties.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 – 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply
- POST 26/33** : **FAMILY ADVOCATE – LP7 REF NO: 19/VA38/NW**
- SALARY** : R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate North West Mafikeng
- REQUIREMENTS** : An LLB Degree or recognised 4 year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five 5 years appropriate post qualification litigation experience; Fluency in Afrikaans will be

- added as an advantage ; A valid driver's licence. Skills and competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills with intention to detail and Diversity, Dispute and Conflict Resolution Skill; Proven track record of previous managerial experience will be an added advantage Move this under Requirements above.
- DUTIES** : Key Performance Areas: Execute the Mandate of the office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague Convention matters when delegated to do so; Endorse settlement agreements or commenting thereof Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within North West Province.
- ENQUIRIES APPLICATIONS** : Advocate OS Matjila Tel No: (018) 462 1630/5  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 26/34** : **DEPUTY DIRECTOR FACILITIES MANAGEMENT REF NO: 2019/56/GP**
- SALARY** : R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng  
: Degree or 3 years National Diploma in Public Management / Administration or equivalent qualification; Minimum of three years' experience in either Building Management / Maintenance or Project Management; Three 3 years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA, and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver's license. Skills and Competencies: Project Management; Financial Management skills; Leadership and Managerial skills; Communication skills verbal and written; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Conflict management skills; continual learning and information search; Computer literacy.
- DUTIES** : Key Performance areas: Manage overall space of the Region; Monitor and report on all major projects undertaken in the Region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance, Form part of the planning process and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation; Maintenance and capital works projects identification and support; Provide office support services including information, document management, technology and transport management.
- ENQUIRIES APPLICATIONS** : Mr SF Ledwaba Tel No: (011) 332 9077  
: Quoting the relevant reference number, direct your application to: Postal Address: Regional Office, Gauteng Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street; 7th Floor Schreiner Chambers, Corner Pritchard and Krui Street, Johannesburg
- POST 26/35** : **COURT MANAGER REF NO: 2019/69/GP**
- SALARY** : R470 04 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Westonaria  
: Three 3 year qualification in Administration NQF level 6 and / or National Diploma in Services Management NQF level 5 plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act PFMA; Experience in managing Trust Third Party Funds and Vote Account; A valid driver's license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management

- capabilities; Strategic capacities; Good communication verbal and written; Computer literacy
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms RR Moabelo Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: Postal Address: Regional Office, Gauteng Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street; 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 26/36** : **ASSISTANT DIRECTOR: BIDS AND ACQUISITIONS MANAGEMENT REF NO: 19/74/CFO**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: A 3 year Degree/National Diploma in Supply Chain Management, Procurement, Logistics (NQF6) and /or a finance-related qualification; 3-5 years related Supply Chain (Bids and Acquisition) experience of which 3 years at supervisory level; Knowledge of PFMA, BAS, SCM prescripts, Treasury regulations/DFI and other applicable legislations; Knowledge of procurement policies and relevant legislation prior to awarding contracts. Skills and Competencies: Communication skills verbal and written; Computer literacy Ms. Office, Ms. Power Point, Ms. Word, Ms. Excel; Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and through knowledge and have numeric skills; Good leadership, organizational and problem solving abilities.
- DUTIES** : Key Performance Areas: Oversee the management of Bids and Acquisition Management in the Department; Preparation of all reports relevant to Bids and Acquisitions Management and Records Management; Review, coordinate and compile the list of prospective stakeholders for quotations; Source, review and coordinate quotations from database according to the threshold values determined by the National Treasury; provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M. Qhamakoane Tel No: (012) 357 8591  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply
- POST 26/37** : **ADMINISTRATIVE OFFICER REF NO: 19/ 57 /FS**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Koffiefontein  
: Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management Vote and Trust Account; Sound Knowledge of Human Resource Management; Computer Literacy Microsoft packages; Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply

Chain; Management of the Finance of the office Third Party Funds and Vote Accounts; Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; 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.

**ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800  
**APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

**POST 26/38** : **ADMINISTRATIVE OFFICER REF NO: 2019/60/GP**

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

**CENTRE** : Magistrate Pretoria  
**REQUIREMENTS** : Three year National Diploma in Public Administration / Public Management or equivalent; 3-5 years' experience in Clerical / Administrative work; Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of the PFMA, DFI, BAS and JYP; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills; Motivating solving skills; Planning and organizing; Good interpersonal relations.

**DUTIES** : Key Performance Areas: Provisioning of general supervision over clerical staff and work in the administration; Checking if diverse documents for completion and correctness; Assisting with control over duties related to the Domestic Violence, Maintenance, Provisioning Administration, Cash Hall, Criminal and Civil sections, and General Services; Rendering efficient and effective support to the courts; Investigating in formal disciplinary matters; Managing performance in the office and quarterly assessment of staff; Handling of correspondence; Drafting memorandum, submission and reports as well as compile statistics; Rendering advise / assistance on wide spectrum of matters; Facilitation of training and development of clerical staff.

**ENQUIRIES** : Mr RR Moabelo Tel No: (011) 332 9000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Regional Office, Gauteng Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street; 7th Floor Schreiner Chambers, Corner Pritchard and Kruiis Street, Johannesburg

**POST 26/39** : **LABOUR RELATIONS OFFICER REF NO: 19/84/KZN**

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

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : LLB Degree or three years Bachelor Degree / National Diploma in Labour Relations/ Public Administration/ Management/Human Resource qualification. At least two to five years' experience in Labour Relations environment; a valid driver's license. Ability to work under pressure; Practical experience in Conciliation and Arbitration cases will serve as an added advantage. Skills and Competencies: Computer Literate MS Office: Word, Excel and Power Point; Proven managerial experience, verbal and written Communication skills as well as ability to maintain good interpersonal relations; Problem solving skills and analytic thinking.

**DUTIES** : Key Performance Areas: Promote sound labour relations in the Department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of Grievances, Disciplinary Hearings and Labour Relations Circulars; Define and introduce Labour Relations Procedures according to the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings; Handle dispute resolutions for the GPSSBC, PSCBC, CCMA,



- Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Play an active role in the management of strikes; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on Labour Related Matters.
- ENQUIRIES APPLICATIONS** : Mr J.N. Mdaka Tel No: (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 26/40** : **ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 19/101/SA**
- SALARY** : R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Johannesburg
- : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/ litigation experience; Admission as a Conveyancer will be an added advantage; a valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills written and verbal.
- DUTIES** : Key Performance Areas: Handle all conveyancing and notarial matters; Furnish legal advice and opinion to clients; Render office administrative functions; Guide and train support staff.
- ENQUIRIES APPLICATIONS** : Mr E. Seerane Tel No: (012) 315 1780
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 26/41** : **CHIEF ADMINISTRATION CLERK REF NO: 19/85/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Durban
- : Grade 12 or equivalent; A minimum of three to five years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor/Court manager or Area Court Manager.
- ENQUIRIES APPLICATIONS** : Ms V. Mlandeliso Tel No: (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 26/42** : **ESTATE CONTROLLER EC1 REF NO: 19/104/MAS (X2 POSTS)**
- SALARY** : R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Johannesburg

- REQUIREMENTS** : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES** : Mr C. Msiza Tel No: (012) 315 4754
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- 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>	:	02 August 2019 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, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

**MANAGEMENT ECHELON**

<b><u>POST 26/43</u></b>	:	<b><u>DIRECTOR: FORECASTING REF NO: S077/2019</u></b> Division: Economic Policy (EP) Purpose: To provide forecasting's on the status of the South African economy over the MTEF period and sustain the National Treasury Quarterly Model (QMOD) in the executing of policy analysis and the rendering of advice to stakeholders.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (all-inclusive remuneration package) Pretoria A minimum degree in Economics / Mathematical Economics / Econometrics, A minimum of 5 years' experience at a middle management (Deputy Director) level obtained in macro-econometric modelling design and development, Knowledge and experience in interpreting, analysing and disseminating of economic results, Knowledge and experience in formulating policies, and programming models, Knowledge and experience of the E-VIEWS software programme application.
<b><u>DUTIES</u></b>	:	Economic Forecasts over the MTEF: Provide an informative MTEF projection on the forecasting of the South African economy, Initiate a forecasting explanatory briefing session with clients on the core aspects of economic projection for a particular period, Simulate forecasts on economic growth and tax related models based on revenue expectations over a financial year, Sustainability of Quarterly Model (QMOD): Initiate the updating of the QMOD on the availability of projected data analysis and its impact on the economy, Provide equations in the QMOD for data integrity and advancement of information usage, Develop a policy analysis model in alignment with the QMOD and provide data for utilisation and relevance to stakeholders. Engage Stakeholder on Policy Analysis and Development Initiatives: Initiate policy analysis and development processes in conjunction with stakeholders, Provide theoretical well researched reports in alignment with modelling development methodologies and expectations of stakeholders, Engage stakeholders on policy development inputs and the improvement of data integrity on analysis of data, Engage stakeholders on the latest economic modelling developments and trends and illustrate their benefits to the economy. Research and Benchmarking: Initiate the research on the latest forecasting tools and methodology with recognised national and international institutions, Engage prospective stakeholders on newly developed tools for implementation, Initiate benchmarking exercises with reputable institutions and alignment with market requirements relevant with regard latest innovations trends pertaining to benchmarking, Develop an accessible

		platform for stakeholders in the co-ordination and governance of complex value-added forecasting projects.
<b><u>ENQUIRIES</u></b>	:	Ms Charity Makhaza on Tel No: (012) 315 5488
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.EP@treasury.gov.za
<b><u>POST 26/44</u></b>	:	<b><u>DIRECTOR: FACILITIES MANAGEMENT REF NO: S080/2019</u></b>
		Division: Corporate Services (CS)
		Purpose: To plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.
<b><u>SALARY</u></b>	:	R1 057 326 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree in the Build environment/ Property Management or related field, A minimum 5 years' experience at a middle management level (Deputy Director) in the management of facility-related services, Knowledge of the Public Service Framework, Knowledge and experience of property management principles, Knowledge and experience of Accommodation and Office Space Planning, Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers.
<b><u>DUTIES</u></b>	:	Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury, Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders, Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns, Perform research on stakeholder analysis, identification and engagement in the development of project and business requirements, Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives Contract Management: Oversee the contract management portfolio and implement clear guidelines and specifications for execution, Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards, Perform research on best practices in the contract management environment to keep abreast with international practices, Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organization, Accommodation and Space Planning: Plan the allocation of accommodation utilisation and monitor the compliance pertaining to Occupational Health and Safety Standards, Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders, Interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization, Perform research on best practices in accommodation and space planning processes to keep abreast with international practices Resource Optimization: Develop and implement relevant policies, procedures and systems to comply with legislative requirements, Enhance the utilisation of facilities through continuous maintenance and interaction with service providers, Develop and implement a Facilities Operational Plan aligned to Departmental objective.
<b><u>ENQUIRIES</u></b>	:	Ms Charity Makhaza on Tel No: (012) 315 5488
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.CS@treasury.gov.za

#### **OTHER POSTS**

<b><u>POST 26/45</u></b>	:	<b><u>SENIOR BUSINESS ANALYST: SYSTEMS INTEGRATION REF NO: S081/2019</u></b>
		Division: Asset and Liability Management (ALM)
		Purpose: Analyse, document and review the business requirements of the Asset and Liability Management Division to implement and maintain the applicable systems requirements.
<b><u>SALARY</u></b>	:	R869 007 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/ Degree in Computer Science / Information Technology as recognised by SAQA, A minimum of 4 years' experience obtained in project management, Knowledge of enterprise architecture,

<b><u>DUTIES</u></b>	:	analysis, OO design, testing, and quality assurance, Experience of modelling using the UML notation, Knowledge of project management frameworks. Information Gathering and Analysis: Arrange and facilitate information requirements sessions with stakeholders for enhancement of systems, Initiate research and document solutions in accordance with set standards and procedures, Develop and implement a user requirement and specifications guideline, Review and validate user requirements specifications with stakeholders such and obtain buy-in on enhancements Project Management Support: Provide inputs on the planning and management of projects and resources and update on progress, Initiate the stakeholder analysis and relationship management within business units and enhance integration, Provide insight to project methodologies and best practices for implementation, Review and update project milestones and audit risk management compliance System Analysis and Design: Develop and maintain process and data models for implementation, Research and analyse the identification of alternative solutions, Analyse and review systems design with stakeholders on the technical specifications, Quality Assurance: Develop and prepare testing of system plans against predetermined milestones prior to implementation, Prepare test on cases developed for enhancement and implementation, Record test results in line with plans and test cases for the correct alignment Training and Support and Capacity Management: Prepare training material and user manuals and facilitating workshops, Facilitate training of end-users and assist with service request, Acquire knowledge of the functions and processes within the systems to be supported, Prepare impact assessments and participate in change control meetings in line with service level agreements, Converse service providers in the resolution of incidents and test the Reviewing of business continuity plans.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Zama Sangweni on Tel No: (012) 315 5301 e-mail to Recruit.ALM@treasury.gov.za
<b><u>POST 26/46</u></b>	:	<b><u>HR SPECIALIST: HUMAN RESOURCES DEVELOPMENT REF NO: S083/2019</u></b> Division: Corporate Services (CS) Purpose: To coordinate, facilitate, conduct and supervise training and development programmes, assessing effectiveness against training needs within the National Treasury.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (excluding benefits) Pretoria A 3 year National Diploma/ Degree in Human Resources Management/ Industrial Psychology or related, A minimum 3 years' experience obtained within a human resources development environment, Knowledge of the facilitation of training programmes, Knowledge and experience in operational training processes, Knowledge of the procurement procedures of the Public Sector, Knowledge and experience of the different training delivery methodologies, Knowledge and experience of research methodologies, Good Presentation and Facilitation skills, Good Communication and Writing skills, Good Statistical Analysis skills.
<b><u>DUTIES</u></b>	:	Coordinate and Delivery of Training Programmes, Coordinate and Facilitate existing internal training programmes, Assess the training and developmental needs of employees in the National Treasury through the Individual Development Programmes, Provide career development sessions and support the NT induction and orientation programme, Implement and execute the coaching and mentoring programme for the National Treasury, Execute the implementation of operational training and development strategy aligned to the Talent Management Framework Monitoring, Controlling and Evaluation of Training Programmes, Participate in the updating of training programmes and training manuals, Evaluate techniques and proficiency testing methods to measure the effectiveness of internal programmes, Provide research support to determine training relevance and appropriateness, Implement and coordinate a quality measurement framework to continuously improve quality of training rendered, Stakeholder Management, Review and manage external training provider programs to ensure that the highest standards are maintained, Sourcing and management of service providers for all relevant training programmes, Sourcing of donor sponsored technical and behavioural training programmes, Administration and Support, Monitor the development of negotiated training contracts and related service terms and conditions, Provide

		statistical information pertaining to training for annual training plans, Submit quarterly reports on all operational training activities
<b><u>ENQUIRIES</u></b>	:	Ms Anne Tjale on Tel No: (012) 395 6608
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.OMIN@treasury.gov.za
<b><u>POST 26/47</u></b>	:	<b><u>FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REF NO: S082/2019</u></b>
		Division: Corporate Services (CS)
		Purpose: Assist with managing the departmental budget and processing and analysing inputs from stakeholders within the National Treasury and the Auditor-General in terms of the applicable regulations.
<b><u>SALARY</u></b>	:	R316 791 per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree in Financial Management as recognised by SAQA, 2-3 years' experience in and knowledge of Budgets/ Management Accounting and financial management, Computer literacy in PERSAL, BAS, MS Excel and MS Word.
<b><u>DUTIES</u></b>	:	Departmental Annual Budget: Monitor exception reports on a monthly basis, Capture departmental budget on the basic accounting system (BAS), Provide budgetary information in the required format, Shift funds on request within economic classifications, Shift funds between Programmes on request Assist with compilation of budget: Assist with the compilation of budget inputs and submit inputs on: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Rollovers, Entertainment, catering and gifts Maintenance of budgeting systems: Monitor expenditure against budget, Compile and submit monthly reporting on performances and variances analysis for budget programmes, Consolidate reports, Advice on possible over/ under-spending of budgets Compliance with the Public Finance Management Act, 1999 and Treasury Regulations: Provide information for the monthly management reports, Perform budget cycle within the parameters of the applicable legislation and project plans Provide inputs into budgetary matters: Provide inputs into financial affairs and other information prior to the submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA.
<b><u>ENQUIRIES</u></b>	:	Ms Zama Sangweni on Tel No: (012) 315 5301
<b><u>APPLICATIONS</u></b>	:	e-mail to Recruit.CS@treasury.gov.za
<b><u>POST 26/48</u></b>	:	<b><u>CONTRACTS ADMINISTRATOR REF NO: S084/2019</u></b>
		Division: Corporate Services (CS)
		Purpose: Provide a Contracts Administration support functions pertaining to all transactions between the National Treasury and its stakeholders after contracts have been awarded until its termination.
<b><u>SALARY</u></b>	:	R316 791 per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma/ Degree in Public Administration, or Business Management or Logistic Management as recognised by SAQA, A minimum 2 years' experience in the procurement/ contract environment, Knowledge and experience in contract development and administration, Knowledge of Public Service Policy Framework on Procurement and Supply Chain Management.
<b><u>DUTIES</u></b>	:	Administer Contracts Compliance and Database: Facilitate the scrutiny of finalised contract/ SLA in consultation with Legal Services, Update the commitment register of approved contracts when payments are processed, Co-ordinate and monitor long term contracts for the provision of cell phones, photo copiers, consulting, communication and technology contracts, Monitor supplier performance and make recommendations for improvement to circumvent unnecessary delays, Implement measurements and organize the electronic tracking of contracts and related documents Contracts Review and Updates: Review modifications, extensions and contract close-out documents for further action, Prepare and distribute reports and statistical data to facilitate planning and maintenance of contract records, Collaborate with stakeholders in the gathering, analysing, summarising and preparation of recommendations on practices and procedures Tracking and Analysis: Participate and support initiatives for supplier enablement, problem resolution and customer support, Assist in pursue advice from Legal Services when necessary, Notify stakeholders bi-annually on the expiry of their contracts Risk and

Performance: Monitor and report on supplier's compliance pertaining to defined requirements, goals and targets of internal stakeholders, Establish supplier improvement targets in cost, quality and delivery, Initiate all aspects of supplier negotiations, including contract terms, pricing, price re-determinations and their performance.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Caroline Modibane on Tel No: (012) 315 5092  
: e-mail to Recruit.CS@treasury.gov.za

## OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms D Botha/Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533  
**Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404  
**Eastern Cape:** 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 or Hand delivered applications, Physical Address: 59 Western Avenue, Sanlam Park Building, 2<sup>nd</sup> Floor, Vincent 5242, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217.  
**Mpumalanga:** Quoting the relevant referent number, Direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200. Enquiries: Mr M Maeko 0823090910  
**North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, Enquiries: Mr L Moetanalalo (018) 3977065  
**Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100
- CLOSING DATE** : 02 August 2019
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

## MANAGEMENT ECHELON

- POST 26/49** : **DIRECTOR: CAPACITY AND ORGANISATIONAL DEVELOPMENT REF NO: 2019/520/OCJ**
- SALARY** : R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.



<b><u>CENTRE REQUIREMENTS</u></b>	: National Office: Midrand : An appropriate Bachelor degree (NQF Level 7) in the relevant field; 5 years' relevant experience at middle/senior managerial level and a valid driver's licence; Experience and knowledge of change management methodologies and tools, human capital development, alignment of individual performance to the organizational strategic objectives and mandate, development and implementation of human resource plan and employment equity. Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations. Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communications (verbal and written).
<b><u>DUTIES</u></b>	: Provide optimal development of departmental human resources by managing and monitoring the implementation of the skills development programmes, managing the internship programmes, ensuring the alignment of individual performance to the departmental strategic objectives, and instil a culture of performance within the department by empowering employees and managers. Management of human resource planning by assessing the human resource demand and supply of the department, development and implementation of the human resource plan to address the needs of the department, development and implementation of the attraction and retention programmes. Establish and sustain an organisational change process that supports the human capital in accomplishing departmental goals by designing and implementing Organisational Development Strategy/Plan for the department, initiating and conducting environmental surveys in determining the culture, values, norms and standards of the department, ensuring compliance with employment equity legislation, including diversity management. Provide organisational design and development services by aligning the organisational structure to the departmental strategic plans, coordination and facilitation of job evaluation and job profiles.
<b><u>POST 26/50</u></b>	: <b><u>DIRECTOR: INTERNAL AUDIT REF NO: 2019/521/OCJ</u></b>
<b><u>SALARY</u></b>	: R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: National Office: Midrand : An undergraduate qualification (NQF Level 7) as recognized by SAQA (B Com Accounting/Internal Auditing/ Auditing) or equivalent. Completed / Studies towards attaining a professional certification in CIA / Articles will be an added advantage. 5 years' internal audit / audit experience at senior operational / middle management level. A valid driver's license. Technical Knowledge Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and Analysis; Self –driven and ability to meet deadlines.
<b><u>DUTIES</u></b>	: Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Audit policies and operating frameworks. Manage the implementation of the Internal Audit Strategy, Polices and Methodology. Direct and manage the execution of risk based audit assignments including Financial, Performance, IT, Governance, Compliance, IT and Forensic investigation services. Managing the inputs and outputs of internal audit processes, review audit reports by ensuring quality control and compliance with regulations, standards and policies. Manage the implementation of corrective measures to address audit findings. Provide support to the CAE in executing the technical advisory and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilisation of resources allocated to the Unit.

## OTHER POSTS

- POST 26/51** : **DEPUTY DIRECTOR: FINANCE (X2 POSTS)**
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Ref No: 2019/522/OCJ  
Free State Ref No: 2019/523/OCJ
- REQUIREMENTS** : A three-year National Diploma/ Degree in Financial Management/Accounting, Commerce, Cost and Management Accounting, Public Management or Business Administration; Five (5) years relevant 'experience of which three (3) years should be at a supervisory level; A valid driver's licence. Knowledge of Asset Management; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the department and public sector; Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP; Knowledge of budgeting of Vote Account; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; Skills and competencies: Communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet 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 Court Operations in the exercise of powers, functions assigned and delegations; Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Manage bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Revenue and expenditure management of the office; Manage and direct the Finance Directorates staff and budgets; Perform and manage administrative related functions. Authorisation of transactions on PERSAL and BAS. Assist with the development and implementation of the Asset Management strategy in line with the business plan of the Department. Supervise the implementation of the acquisition, maintenance and disposal of assets within the Departmental Plan. Maintain a complete, accurate and reliable asset registers for Departmental owned and leased assets for all Superior Courts in the Province.
- POST 26/52** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2019/524/OCJ**
- SALARY** : R379 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Gauteng
- REQUIREMENTS** : A three-year National Diploma/ Bachelor Degree in Supply Chain Management, Accounting of Financial Management, A minimum of three (3) years' experience in Supply Chain Management and in the Asset Management environment of which two (2) years must be at a supervisory level and a valid driver's licence and willingness to travel. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, GRAP standards and SCM and Asset Management Framework and the Treasury Regulations etc. In-depth knowledge of Public Sector Management financial systems, e.g. LOGIS, BAS, JYP, etc. Skills and Competencies: Creative and analytical thinking; Customer services orientation; Ability to work independently and function as part of a team when required; Ability to work under pressure and meet deadlines; Leadership capabilities; Assertiveness and decisiveness, where applicable; Confidentiality; Strong interpersonal relations, Decision making.
- DUTIES** : Facilitate and monitor the administration of contracts; Coordinate and review the processing of requisitions for goods and services as well as receiving of goods; Facilitate and ensure the monitoring of commitments; Facilitate and ensure proper management of payments made to creditors; Facilitate the

provision of logistics services and store management services; manage human resources. Monitor and oversee that commitment reports are drawn monthly from system; Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the Province; Facilitate the verification of assets across all Superior Courts in the Province; Assist with the resolution of audit queries from internal and external audits on assets and supply chain management; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

- POST 26/53** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/525/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : North West High Court: Mahikeng
- REQUIREMENTS** : A three-year National Diploma/ Bachelor's Degree or equivalent qualification. 2– 3 years' relevant administrative experience and a valid driver's license. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent Communication skills and proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities ability to work under pressure and art of interpreting, customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management services. Preparation of petitions.
- POST 26/54** : **SENIOR ADMINISTRATIVE OFFICER: SECURITY AND FACILITIES REF NO: 2019/526/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Service Centre: Gauteng
- REQUIREMENTS** : A three-year National Diploma/ Bachelor's Degree in Security Management or Risk Management on NQF level 6 plus a minimum of three years' experience in the security environment; PSIRA Grade B Certificate; Sound knowledge of PAIA, MISS, OHS, Protection of Information Act, Access to Public Premises and Vehicles; Computer Literacy; A valid driver's licence. 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; Confidentiality, Analytical thinking, listening skills, Time management and ability to work under pressure.
- DUTIES** : Coordinate and guide provision of security operations; Monitor co-ordination of safety and security during key events and support Courts on high profile cases; Monitor the implementation of security and risk management plan; Monitor provision of support services on Court facilities and building infrastructure; Provide security advisory services to management and maintain security value adding consultancy; Ensure implementation of the OCJ Security Policy; Development of security procedural guidelines; Monitor matters related to integrity management and investigate security breaches; Ensure that physical security measures are in place by providing physical security infrastructure and key controls; Monitor and coordinate contracted security service provider and ensure compliance with the service level agreement; Evaluation and optimization of the implementation of appropriate security measures and procedures; The development and implementation of training and awareness programmes; Ensure compliance with Occupational Health and Safety Act; Monitor the implementation of Occupational Health and Safety within the Courts and the Service Centre interaction with security- related and relevant authorities.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 26/55** : **STATISTICAL OFFICER REF NO: 2019/527/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement

- CENTRE REQUIREMENTS** : National Office: Midrand  
 : A relevant Bachelor's Degree in Science/ Commerce majoring in Statistics (BSc/ BCom/ B Tech Degree in Statistics); A minimum of 2 years' experience in a statistical environment; A valid driver's licence; Knowledge of relevant policies and strategies; Statistical analysis and reporting. Skills and Competencies: Communication skills (verbal and written); Research and development expertise; Ability to network, influence and impact; Good interpersonal relation and motivating skills; creativity and innovative thinking; Computer literacy (Excel, Word and PowerPoint)
- DUTIES** : Administer data collection instruments and surveys within the Lower Courts  
 Establish channels for the collection of data within the Lower Courts; Collate, analyse and interpret statistics and make presentations on the findings within the respective Region, Court Division O.R District Court Administrative Region; Produce 1<sup>st</sup> line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Lower Courts Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the Lower Courts; Train employees/ project members within the Lower Court on utilization of information.
- ENQUIRIES** : Ms C Gideon Tel No: (010) 493 2500
- POST 26/56** : **SENIOR COURT INTERPRETER**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Local Division: Johannesburg Ref No: 2019/528/OCJ  
 Mbombela High Court: Mpumalanga Ref No: 2019/529/OCJ
- REQUIREMENTS** : Grade 12 and a National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 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; A valid driver's licence and knowledge of foreign or sign 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 organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and the ability to work under pressure.
- DUTIES** : Render Interpreting services in Criminal, civil, labour and Quasi-judicial court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court record; Develop terminology, coin words, control and supervision of interpreter; Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
- POST 26/57** : **ADMINISTRATION CLERK (DCRS) REF NO: 2019/530/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Free State High Court: Bloemfontein
- REQUIREMENTS** : Grade 12 or equivalent qualification; 0-2 years relevant experience. Skills and Competencies: Computer literacy (MS Word); Good problem solving skills; Accuracy and attention to detail; Operational knowledge of operating DCRS/CRT machine.
- DUTIES** : To perform digital recording of Court proceedings and ensure integrity of such documents; Maintenance of criminal record books and charge sheets; writing and tracing of summonses; writing of witness fees book; Completion and issuing of warrant of arrest; Provide administrative support in Court/Circuit Court and Case Flow Management; Completion of case document (charge sheet) and other Court documents; Document scanning, data capturing, etc.; Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
- POST 26/58** : **TYPIST REF NO: 2019/531/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement

- CENTRE REQUIREMENTS** : Mthatha High Court  
 : Grade 12, relevant experience; Knowledge of Public Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Computer literacy (MS Word); Problem solving and analysis; Reading and writing skills; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Operating fax machine and photocopy machine and updating of the registers; operating the switchboard and rendering Court services; Attend to queries and perform other administration duties as may be allocated from time to time.
- POST 26/59** : **USHER MESSENGER REF NO: 2019/532/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Mthatha High Court  
 : Grade 12; 1 year relevant court exposure. Skills and Competencies: Knowledge of relevant legislation; Planning and organizing skills; Problem solving and Analysis; Time Management; Client Orientation and Customer Focus; Report writing skills; Driving skills; Negotiation skills; Communication skills; Attentive to detail; Good interpersonal skills; Initiative driven and Flexibility.
- DUTIES** : The escorting of Judges to the court rooms; The rendering of administrative support functions to the Judges' and the court room crew; The maintenance of court rooms' records; The facilitation of the smooth- running of the court rooms and the collection and distribution of court files.

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : For the department of Human Settlements to be submitted to: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
- CLOSING DATE** : 16 August 2019
- NOTE** : Directions to applicants: 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). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. 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. Please visit the Department of Human Settlements' website at [www.humansettlements.fs.gov.za](http://www.humansettlements.fs.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za).

**MANAGEMENT ECHELON**

- POST 26/60** : **CHIEF DIRECTOR: HUMAN SETTLEMENTS PROGRAMME IMPLEMENTATION: REF NO: HS 1/2019**
- SALARY** : R1 251 183 per annum (Level 14) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
- DUTIES** : An appropriate Bachelor's degree or equivalent qualification and 6-10 years' extensive managerial experience in similar environment  
it will be expected of the successful candidate to strategically promote Capacity Building and Stakeholder Mobilization in order to eradicate Informal Settlements and effective Customer Service and Housing Information Management by: Promoting the development of and guiding the successful implementation of housing policies and strategies on the Eradication and Upgrading of Informal Settlements, Guiding and ensuring the successful implementation of Capacity Building Programmes/Strategies, Strategically promoting stakeholder mobilization and management. Ensuring and promoting effective and efficient housing information, Reporting monthly, quarterly and annual on matters related to the above and on such matters, participating in the development of 5 year Strategic Plan and an Annual Performance Plan on matters above and planning, managing and co-ordination all resources within the Chief Directorate towards the successful implementation thereof and towards ensuring that budget spending is maximized in line with allocated funds. This requires a person with a proven record of strategic leadership capabilities, outstanding planning – and analytical skills coupled with strong interpersonal relationship skills. A proven record of an in – depth knowledge of and extensive managerial experience in a similar environment is a pre-requisite.
- ENQUIRIES** : Adv. T.P. Tsuaeli, Tel No: (051) 403 3816

<b><u>POST 26/61</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT: REF NO: HS 2/2019</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 per annum. (Level 14) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An appropriate degree in Project Management or equivalent qualification and Project Management experience of at least 3-5 years in the building/housing environment of which at least 6-10 years as management level in the public or private sector
<b><u>DUTIES</u></b>	:	To oversee the development of project planning and definition support services to the PPMU to support programme and portfolio management. Oversee the contracting and procurement of service providers and entering into service agreements with them. Oversee the procurement of project related resources for the Department in support of the various projects. Oversee the development of a project reporting programme and schedule. Oversee the development of project risk plan and structure to identify project risks and to develop mitigation actions. Oversee the management of Departmental assets, finances and infrastructure. Oversee the performance of direct reports and manage their development. Manage, plan and co-ordinate all resources in the Directorate in line with Departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc This post requires a person with good planning and problem solving skills, coupled with the ability to work under pressure. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive experience in a similar environment is a pre-requisite.
<b><u>ENQUIRIES</u></b>	:	Adv. T. P. Tsuaeli, Tel No: (051) 403 3816
<b><u>POST 26/62</u></b>	:	<b><u>DIRECTOR XHARIEP DISTRICT: XHARIEP DISTRICT: REF NO: HS 3/2019</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Xhariep District Engineering Degree Civil (B ENG/BSC (ENG) or BTECH qualification). 6-10 years post qualification experience required and eligible to register as a Professional Engineer. Valid driver's license and extensive managerial experience in a similar environment.
<b><u>COMPETENCY</u></b>	:	This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills coupled with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experiences in similar environment is a pre-requisite.
<b><u>DUTIES</u></b>	:	Project design and analysis effectiveness: perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to or theory. Co-ordinate design efforts and integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment according of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, manage the commercials added value of the discipline-related programmes and projects.
<b><u>ENQUIRIES</u></b>	:	Adv. T.P Tsuaeli, Tel No: (051) 403 3655

## OTHER POSTS

<b><u>POST 26/63</u></b>	:	<b><u>DEPUTY DIRECTOR: LAND TENURE SERVICES REF NO: HS 4/2019</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An LLB or 4 year recognized legal qualification; At least 3-5 years' experience and appropriate post qualification legal/ litigation experience; Experience in conveyancing will be an added advantage; A valid driver's license; Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict.
<b><u>DUTIES</u></b>	:	Upgrading of Land tenure rights and Lodging of deeds of grants rights, render advice regarding land tenure issues to Municipalities, obtain information from relevant departments to open of township registers, implement of the EEDBS Housing policy, rectifying of erroneous title deeds, to render advise and manage the land tenure function within the Department (Housing Act, 1997(Act 107/1997), Management of the Sub-Directorate Land Tenure.
<b><u>ENQUIRIES</u></b>	:	Adv T. P. Tsuaeli Tel No: (051) 403 3816
<b><u>POST 26/64</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MAINTAINANCE AND ANTI CORRUPTION REF NO: HS 5/2019</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Appropriate degree in Security Management coupled with qualification with PSIRA certificate, Grade 12 Certificate and Extensive experience in Management of, Physical, Personnel & Information Security, Information Communication Technology as well as Lock and Key Manipulation skills; SSA Security Manager's Course; Driving License.
<b><u>DUTIES</u></b>	:	To plan, manage and co-ordinate all activities of the Security Management Sub-Directorate of the Free State Department of Human Settlements, by performing the following functions: Ensure that a pro-active, effective and efficient Physical Security, Personnel Security and Information & Document Security Posture is maintained, in support of the responsibilities and Mandate of the Director: Security Management and Anti- Corruption: FSHS, by managing the day to day functional operation of all administrative and line functions of the Physical Security Component, throughout the Free State Province; Ensure the functional operation of administrative and line functions of the Information Security Component, including the Departmental Vetting Officer, by ensuring that the previous employment, qualifications, citizenship and criminal record of all candidates are verified before they are employed. Ensure that the employees of the department are screened and that security clearances applications are processed as per legislation. Ensure that effective coordination between FSHS: SMAC and Mandated Security Role players take place on Operational Level and that specific SMAC operations are carried out and completed successfully developing and implementing an Information System that will record all security related incidents and manage all activities of the Security Management Sub-Directorate and analyse, report and coordinate all functions with Anti- Corruption Sub-directorate, Security Committee, relevant provincial and national department and relevant Organs of State nl State Security Agency ( MISS Implementation) and Government Security Regulator (SAPS – MPSS Implementation).Collect Information and analyse all environmental aspects impacting and influencing the security risks of the Department and liaise with Security Committee and Risk Manager in the



mitigation thereof. Establish a programme or programmes that informs employees and relevant community role players on an ongoing basis on all aspects of Security Management- Physical, Personnel and Information - and provide support in this area to the Anti-Corruption Sub-Directorate, by promoting the departmental and national policies that must be adhered to, including the values and principles of public administration as contained in the constitution and standards of professional conduct.

- ENQUIRIES** : Mr L Tshabalala Tel No: (051) 403 3417
- POST 26/65** : **DEPUTY DIRECTOR INFORMATION MANAGER: HOUSING SUBSIDY SYSTEM REF NO: HS 6/2019**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: Appropriate Degree or Equivalent qualification with 3-5 years' experience in a Human Settlements environment. The candidates who are in possession related Information Technology and Accounting degree with exposure in related field may also apply. A valid driver's license is required. Willingness to travel and work long hours Recommendations: Computer literacy, numeracy skills, literacy skills, interpersonal relationship skills, problem solving/Analytical skills and management skills.
- DUTIES** : Facilitate and render advice to stakeholders towards (e.g. Municipalities, senior officials, colleagues, district officers and national housing on matters related to the successful implementation of all housing subsidy programmes within the province. Liaise with numerous stakeholders towards ensuring the successful implementation of such projects. Ensure the facilitation of completion and submission of necessary housing application forms to the relevant approval authority. Manage all housing administration issues including the reconciliation of all projects to reduce the risk of incorrect payments on the following project and programmes within the Department of Human Settlements: Blocked Projects, Completion of income houses, Individual Subsidies (Non Credit and credit linked), Finance Linked Individual Subsidies, Project Linked subsidies (Rural), Relocation and rightsizing, Restitution, Consolidation, Emergency housing assistance, Integrated Redevelopment Development Programmes (IRDP).
- ENQUIRIES** : Adv T. P. Tsuaeli/ N Molikoe Tel No: (051) 403 3816/ 051 405 4727
- POST 26/66** : **DEPUTY DIRECTOR: AFFORDABLE HOUSING PROGRAMME REF NO: HS 7/2018**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein  
: Appropriate Bachelor Degree or equivalent qualification with relevant experience in similar environment.
- DUTIES** : Ensure the implementation and management of the Community Residential Units (CRU) Programme and Transitional & Special Need in Housing the Province. Ensure that feasibility studies are conducted with regard to CRU and Transitional & Special Needs Housing Projects. Develop and manage service level agreements with consultants on matters related to CRU. Conduct public housing stock audits. Participate in meetings of the CRU Steering Committee to ensure the development of rental housing for persons earning less than R3500, monitor the activities of such Committee and report and/or advise thereon. Liaise with the Subsidy Administration unit on the allocation of subsidies for the development of CRU Projects and Transitional and Special Needs Housing Projects. Monitor and evaluate progress made with regard to CRU projects and report and advice thereon. Monitor, advice and report on the progress of municipal Projects Support Teams. Monitor, advice and report on

the effectiveness and success of CRU units. Facilitate the successful implementation of CRU related legislation and strategies and develop and implement provincial policies related thereto. This includes the following: facilitate the establishment of and the management of the project Support Teams and the provincial steering committees. Promote and advocate the CRU and Transitional and Special Needs Housing through (Conducting of) workshops and road shows as well as through other means of promotion. interact and maintain sound relationships with various stakeholders such as Sector Departments, Service Providers towards improving on the implementation of CRU Legislation and Programmes/ Projects.

**ENQUIRIES** : Mr B Leeuw Tel No: (051) 403 3417

**POST 26/67** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (OSD) REF NO: HS 8/2019**

**SALARY** : R718 059 per annum (Level 11) (An all-inclusive package) OSD. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS** : Districts of Lejweleputswa  
: An Honors' degree in the Built Environment field of study. B Tech qualification (Built Environment field) with a minimum of one-year experience. National Higher Diploma (Built Environment field) with a minimum of 3-5 years' experience. National Diploma (Built Environment field) with a minimum of two years' experience.) Valid driver's license. Registration with the SACPCMP as a Candidate Construction Project Manager is compulsory upon appointment.

**DUTIES** : Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:-Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. (b) Project accounting and financial management: Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office administration: -Provide inputs to Construction Project Manager with tender administration; liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development: -Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management.

**ENQUIRIES** : Mr T. Makepe Tel No: (051) 403 4380

**POST 26/68** : **SNR LEGAL ADM OFFICER: LEGAL SERVICES REF NO: HS 9/2019**

**SALARY** : R470 040 per annum (Level 09)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : LLB and 3 years or more appropriate post qualification experience.

**DUTIES** : The successful candidate will be responsible for the following functions: prepare draft legislation and/or legal documents with regard to matter related to Human Settlements and render advice on the correct and successful implementation thereof Provide legal interpretations/ opinions on matters related to the Department Render advice on the legal implications on management decisions Assist the Department with litigations Develop and ensure that a departmental legal database is kept and maintained Represent the Department in various legal meetings and/ or for within and outside the Department, both on a national and/ or provincial level Plan and manage all resources of the Sub-Directorate.

**ENQUIRIES** : Mr T. Motaung Tel No: (051) 403 3566

**POST 26/69** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT:  
CONDITIONS OF SERVICE REF NO: HS 10/2019**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : 3-year Bachelor's Degree/ National Diploma in Human Resource Management, candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and application of the PERSAL System; Knowledge of relevant HR Good interpersonal relations and communication skills; Ability to work independently in a highly management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

**DUTIES** : Manage and co-ordinate HR administration and statistics; Manage conditions of service and service benefits (leave, housing, Injury on duty, terminations, long service recognition, overtime, relocation, pensions, PILIR etc.) Administer the confirmation of probations, ensure that resettlement is paid according to the policy and to qualifying officials only assist in maintaining the organizational structure on Persal. Assist in the development, review and implementation of the departmental HR policies in the department.

**ENQUIRIES** : Mr P. Soke Tel No: (051) 403 3802

**POST 26/70** : **ADMIN MANAGER: THABO MOFUTSANYANA DISTRICT SERVICES REF  
NO: HS 11/2019**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Thabo Mofutsanyane District Services  
**REQUIREMENTS** : Relevant Degree/National Diploma in Administration, 3 years' experience in the field, candidates who are in possession of Grade 12 with exposure in a related field may also apply, knowledge in Administration, Human Resource Management, Supply chain management and Financial Management. Leadership, Management Skills, Interpersonal skills, Communication Skills, Co-ordination Skills, Problem solving skills and Organizational Skills. Commitment, Integrity, Loyalty, Professionalism, Helpfulness and Punctuality.

**DUTIES** : Develop in liaison with the District Director, the budget of the district and administer Budget. Exercising expenditure control to ensure the effective utilization of funds. Handle matters related to FMS to reconcile expenditure with District Office. Sensitize and keep the director informed on matters related to the budget of the district office, e.g. spending patterns, overspending and or understanding. Collect, consolidate and prepare financial and non-financial performance reports in respect of management based on information obtained from respective line-functionaries within the directorate. Handle in liaison with the district director, audit queries on matters related to the budget and expenditure. Serve as entry point to and from the district office on matters related to the budget. Keep and maintain the leave register for the district office. Keep and maintain a Database of performance and Development Plans (PDP's) of all personnel in the district office. Consolidate and submit the PDMS BI-Annual Reviews and Annual Assessment to the Corporate Services Chief Director. Communication the personnel Development Plan of all officials in the District Office to the Departmental Skills Development Facilitator. In consultation with the Department HR management Sub-directorate (Corporate Services) render a support service on matters related to the appointment, transfers and resignation of personnel within the District Office. Serve as an entry point to and from the District Office on matters related to the personnel administration. Develop and maintain the Asset Management Register of the district office and submit monthly status report in this regard. Ensure the procurement of goods and services for officials within the District Office in line with procurement procedures and prescription (e.g. quotations, submissions, etc.). Verify and certify invoices and submit such to the office of CFO for purpose of payment. Serve as entry point to and from the district office on matters related to supply chain management. Represent the district office in the health and safety committee of the Department. Ensure the effective administration of administration of travel and accommodation arrangements for District Director and officials within the district office. Ensure coordinated and cost effective travelling, which includes dealing with subsistence and travel claims of officials. Liaise with service providers to ensure the effective

maintenance of equipment (facsimile, photocopy machines, computers, printers, etc.). Ensure that that an effective and efficient support is rendered to the district office on matters related to the arrangement of district service management and or staff meetings, which include the preparation of agenda packages, minute taking and distribution, venue and catering arrangement. Ensure that the vehicles are properly allocated and authorized for the trips as well as its maintenance. Administrate private monthly accounts of all officials in the district office in line with departmental policy. Liaise with the service providers for maintenance of the photocopy and fax machine and telephone lines.

- ENQUIRIES** : Mr P. Soke Tel No: (051) 403 3802
- POST 26/71** : **ASSISTANT DIRECTOR LOGISTICS MANAGEMENT, AND TRANSIT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: HS 12/2019**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Relevant Degree/Diploma, NQF 6 or equivalent. LOGIS /BAS training / 3 years' relevant experience.
- DUTIES** : Supervise the activities of the Supply Chain Management Practitioners and officers to contribute to the rendering of a professional supply chain management services for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Services. LOGIS (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) Render a supply chain management advisory services to the Department by promoting effective supply chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of supply chain practices. Monitor and evaluate supply chain management policies, procedures and practices. Provide supply chain information and knowledge management services to the Department, for example: relevant reports in relation to implementation of supply chain management policies, procedures and practices. Manage the selection, generation and presentation of supply chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS/BAS according to delegation. (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalizations of outstanding payments / submissions / recommendations.
- ENQUIRIES** : Ms K Mthembu Tel No: (051) 405 5222
- POST 26/72** : **ASSISTANT DIRECTOR SKILLS DEVELOPMENT FACILITATOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: HS 13/2019**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : 3-year Bachelor's Degree/National Diploma or equivalent qualification, candidates who are in possession of Grade 12 with exposure in a related field may also apply, a minimum of 3 years' relevant experience in the field of Human Resource Development within the Public Service Knowledge and application. Knowledge and understanding of the skills development management environment, knowledge of skills development management legislation / directives, knowledge of policies / implementation strategies, a valid driving license is required. Willingness to travel and work long hours. In depth knowledge and understanding on human resource development, Legislation, policies, practices and procedures. Business strategies translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
- DUTIES** : To facilitate skills development programme within the department. To develop and implement workplace skills plan in line with the departmental strategic plan Free State growth development strategy and national skills priorities.

Administer and implement learner ships, internships and skills programmes in line with the departmental and provincial priorities. Conduct training needs analysis and skills audit. To manage the bursary function within the department. To ensure the advertising and promotion of bursaries internal and externally. To advise the departmental bursary committee. Develop, implement, monitor and evaluate human resource development policies in the department. Supervision of resources.

**ENQUIRIES** : Mr S.M. Manake Tel No: (051) 405 4031

**POST 26/73** : **ASSISTANT DIRECTOR HOUSING SUBSIDIES: PROGRAMME DESIGN AND ALLOCATION REF NO: HS 14/2019 (X2 POSTS)**

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A recognizable Degree/Diploma or equivalent qualification, 3 years' work experience in the housing environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and understanding of the housing management environment, knowledge of beneficiary management legislation / directives, knowledge of policies / implementation strategies, extensive knowledge of HSS; A valid driving license is required. Willingness to travel and work long hours.

**DUTIES** : To handle all housing administration issues and beneficiary management on the following projects and programmes within the department. To facilitate the completion and submission of the necessary housing application forms to the relevant approval authority. Provide information/ awareness sessions to stake holder on the Housing Subsidy Programme. Administer and process housing application forms in respect of projects and programmes, payment queries received from payment authorization.

**ENQUIRIES** : Ms MR Ridgard Tel No: (051) 405 4031

**POST 26/74** : **ASSISTANT DIRECTOR PERFORMANCE MANAGEMENT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: HS 15/2019**

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Relevant Degree/National Diploma and certificate in Supply Chain Management, 3 years' experience in compliance and oversight, public sector experience, knowledge of acquisition management practices, knowledge of supply chain management policy framework, candidates who are in possession of Grade 12 with exposure in a related field may also apply Recommendations: Written and verbal communication on the provision of information or clarity that the jobholder has to provide, handling requisition and queries. Interpersonal skills, Communication skills, Problem solving skills, Analytical skills, Decision making skills.

**DUTIES** : To ensure compliance with prescripts internal control, to co-ordinate monthly, quarterly, mid-year and annual reports to be submitted to Provincial Treasury on monthly basis. Maintain a complete register and management of all processes concerning the quotations, to co-ordinate audit queries raised by Internal and External Auditors from time to time, to perform audit follow ups and ensure that corrective actions taken by the management are implemented. Facilitate the implementation of the departmental risk management policy and outlining procedures to mitigate risks in Supply Chain Management.

**ENQUIRIES** : Ms B Helepi Tel No: (051) 403 329

**POST 26/75** : **ASSISTANT DIRECTOR CONTRACT MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: HS 16/2019**

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

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Relevant Degree/National Diploma and certificate, 3 years' experience in acquisition, demand, database and contract management, candidates who are in possession of Grade 12 with exposure in a related field may also apply, Driver's license. Recommendations: Knowledge of Law of Contract, Communication skills, Negotiation skills, Organizational skills, Analytical skills, Decision making skills, Client oriented, Commitment, Creativity and innovation. It will also be an advantage to have a certificate in Advanced Public Sector

- Supply Chain Management, public sector experience and knowledge of Supply Chain Management Framework.
- DUTIES** : Oversee Service Level Agreement Compliance, managing any state property used in contract performance, monitor transaction compliance (milestones, deliverables, invoicing etc.) ensure contract close-out, extension or renewal. Resolving disputes in a timely manner, exercising state remedies, as appropriate, where a contractor's performance is deficient, serve as the point of contact for customers on contractual matters, ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation, monitor customer satisfaction in line with contracting practices. Documenting significant events, maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
- ENQUIRIES** : Ms B Mthembu Tel No: (051) 405 5222
- POST 26/76** : **HOUSING TECHNICIAN REF NO: HS 17/2019 (X2 POSTS)**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Appropriate degree in building / Civil Engineering/ or National Diploma in Building / Civil Engineering. Registration with the appropriate professional body will a plus. Candidate to have knowledge of the following: BNG Housing industry. Project Management Principles. Building Engineering Process. Building Milestones. Building Industrial Practices. Housing Code. National Building Standards and Regulations. NHBRC Building Manual, 3years experience will be an added advantage.
- DUTIES** : Technical plan, direct, co-ordinate, manage, and oversee the rendering of the following services, in the Province. Quality inspections on BNG housing projects allocated in the province. Undertake, approve and control building milestone for payments. Meetings with contractors, consulting engineers and NHBRC technical inspectors to discuss noncompliance. Compile building cost estimate (Bills of Quantity) to inform management decision. Compile material specification in accordance with the departmental specification for all the projects. The receipt of request for the testing of building materials not covered by the departmental norms and standards (specifications). The receipt and the evaluation of the housing development proposals relating to alternative building methods and materials. Solve technical problems in accordance with the policy and priority with regard to inspection of BNG Houses. Compile tender specifications and regulations. Writing reports on the quality of houses and material inspected on site.
- ENQUIRIES** : Mr T.K. Malebane Tel No: (051) 405 4380
- POST 26/77** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING SPECIALIST REF NO: HS 18/2019**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate 3 years Degree, 3-5 years' experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills. The candidates who are in possession of Grade 12 with exposure in a related field may also apply.
- DUTIES** : To develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Improve the capacity of the Department on matters related to strategic – and operational planning. Facilitate the implementation of the Department Strategic Plan and Annual Performance Plan. Represent the Departmental in national and/or provincial meetings on matters related to strategic – and operational planning. This include the following: attend and participate in scheduled national and/or provincial meetings / for a, ensure that resolutions taken during national and/or

- provincial meetings on matters related to strategic planning, monitoring and evaluation are compiled with and report thereon.
- ENQUIRIES** : Ms M.J. Ramakatsa Tel No: (051) 412 9300
- POST 26/78** : **ASSISTANT DIRECTOR: BENEFICIARY MANAGEMENT REF NO: HS 19/2019**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Mangaung District Services  
: Applicants must be in possession of an appropriate recognized Bachelor's degree or National Diploma; 3 years' experience. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements projects and programmes; Programme and Project Management; Knowledge of Training and Skills development legislation, understanding of IGR and relevant legislation; Strategic capability and leadership; Report writing and document preparation; Good facilitation and presentation skills; Research analysis and training skills; Budgeting and financial management skills; Change management, service delivery innovation, public service regulations and PFMA; Ability to work under pressure; A valid driving license is required. Willingness to travel and work long hours.
- DUTIES** : Develop and implement Human Settlements beneficiary and community empowerment programmes policies and procedures; Manage the overall customization and production of educational materials for beneficiary and community empowerment programmes; Ensure consistency in the use of materials and empowerment processes; Develop and implement monitoring and evaluation systems and tools on beneficiary and community empowerment and awareness programmes; Advice management on the effectiveness of the programmes; Liaise with municipalities and provinces on their beneficiary lists to determine the Human Settlement programmes relevant to the particular community; Conduct annual review of the training manuals; Conduct beneficiary workshops on consumer education for municipal officials, CDWs, provincial officials and other stakeholders in the provinces; Identification and assessment of the training needs of relevant stakeholders; Facilitate the roll out of consumer education programme; Training of beneficiaries and communities on HS consumer education; Creation of partnership with other stakeholders; Harness and mobilise the available resources for HCE awareness; Facilitate and implement HCE awareness through road-shows, door-to-door campaigns and information sessions; Develop and implement business plan and annual performance plan of the sub-directorate; Provide budget inputs for the sub-directorate; Performance and Talent management for the sub-directorate; Development and compilation of specifications for services to be procured.
- ENQUIRIES** : Mr R.I. Mokoena Tel No: (051) 412 9306
- POST 26/79** : **SECURITY MAINTAINANCE OFFICER: SECURITY MAINTAINANCE AND ANTI CORRUPTION REF NO: HS 20/2019**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Bloemfontein  
: A recognizable National Diploma/Degree in Safety Management. Security management Course (SSA). Security Grade A (PSIRA). 1-2 years' experience in a security management environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply, A valid driver's license (attach a copy). Required Skills and Knowledge. Recommendations: Security maintenance risk control measures. Security principles and practices. MPSS. MISS, Decision making. Team leadership, Creativity, Financial management. Customer focus and responsiveness. Communication, computer skills. People management. Planning and organizing.
- DUTIES** : Implement security measures, including access control. Conduct personnel suitable checks and render advice thereon. Conduct security awareness programmes. Conduct workshop on security awareness. Process the disclosure of financial interest of departmental employees. Implement awareness programmes. Monitor the security status within the department. Liaise with districts on the arrangement and preparations for awareness campaigns. Execute the implementation of security policies and procedures as

well as the security measures e.g. MISS, MPSS, etc. monitor the implementation of security of security policies and procedures. Participate in the reviews of security policies and procedures. Participate and attend to minor audit queries. Provide security services. Assist in the verification of security service providers with PSIRA. Assist in the vetting of security service providers by SSA. Administer security PDMS and audits. Conduct physical security threats and risks assessment (TRA's. attend physical security monthly meeting. Check invoices for monthly payments. Attend to and deal with security breaches. Monitor the in house security services.

**ENQUIRIES** :

Mr L. Tshabalala Tel No: (051) 403 3417

**POST 26/80** :

**SENIOR SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT:  
SUPPLY CHAIN AND ASSET MANAGEMENT REF NO. HS 21/2019**

**SALARY** :

R316 791 per annum (Level 08)

**CENTRE** :

Bloemfontein

**REQUIREMENTS** :

A recognizable National Diploma/Degree, BAS and LOGIS training, 1-2 years' work experience in Supply Chain Management and Asset Management activities, of which 3 years must be at supervisory level, knowledge of Public Service Regulations budgetary control good asset management principles, relevant government acts (PFMA, Treasury Regulations, PPPFA, SCM policies and practice notes. Valid driver's license.

**DUTIES** :

Supervise the activities of SCM Clerks and SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development, performance and discipline, ensure quality of work): Supervise the implementation of SCM practices (Asset disposals, loss control): Promote effective SCM by researching, analyzing, developing and reviewing departmental policies, guidelines and procedures to contribute to the consistent application of SCM practices, Approve and verify all documents and transactions on BAS and LOGIS according to delegations: Prepare reports on SCM management issues, provide SCM knowledge management services(maintain asset database and draw relevant reports) ensure that assets are bar coded before they are distributed to the relevant Cost Centre, responsible for the continuous maintenance of the LOGIS Asset Register, conduct quarterly spot checks on assets and report any discrepancy and losses resulting from criminal offence to the Asset Manager, conduct the annual stock taking on assets and compile the consolidated stork taking report for submission to Provincial Treasury.

**ENQUIRIES** :

Ms N Hokoane Tel No: (051) 405 5716

**POST 26/81** :

**SECRETARIAT: OFFICE OF CHIEF DIRECTOR: CORPORATE SERVICES  
REF NO: HS 22/2019**

**SALARY** :

R316 791 per annum (Level 08)

**CENTRE** :

Bloemfontein

**REQUIREMENTS** :

An appropriate three-year degree or National diploma and or 1 – 2 years' relevant work experience in rendering administration support services to a senior manager or a Senior Certificate and experience in rendering secretarial/administration support services to a senior manager, Knowledge and understanding of the Public Service systems/legislation/policies/prescripts, Knowledge and understanding of the PFMA, Knowledge and understanding of the Supply Chain Management procedures and processes, Knowledge and implementation of the Batho Pele Principles, Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage), Knowledge of the LOGIS system would be an advantage, Excellent communication skills (written and verbal), Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner, Ability to work independently and without supervision, Ability to multi-task while working under pressure, Highly organised and able to handle the diary of the Chief Director.

**DUTIES** :

The successful candidate will provide secretarial/receptionist support service to the senior manager this will, inter alia, entail the following: receives telephone calls and use own discretion to decide to whom the call should be forwarded, manage the diary of the senior manager and exercises discretion in taking decisions on the schedule of the senior manager, performs advanced typing work, operates and ensures that office equipment, e.g. fax, machines and photocopier are in good working order, provide advanced clerical support



service to the manager(s) and/or component, liaise with travel agencies to do travel arrangements, do quality control and assist in planning the itinerary efficiently and effectively, arrange meetings, workshops and events for the manager and other staff of the Unit, identify venues, invite role players, organise refreshments and ensures that all the relevant documents are available, processes the travel and subsistence claims of the manager/unit, processes all invoices and other documents that emanate from the activities of the manager/unit, prepares agendas, programmes and records minutes of meetings of the manager and the unit as far as capacity allows, drafts allocated correspondence and reports, do filing of documents for the manager and other staff of the unit, administers matters like leave registers and telephone accounts, receives, records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit, collects and/or coordinate information for the manager as required, peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting, obtain quotations for the procurement of non-store items, remains abreast with the procedures and processes that apply in the office of the manager, collect and co-ordinate all the documents that relates to the budget, obtain the necessary signatures on documents like procurement advices and monthly salary reports, distribute documents like salary advices and IRP5 in the work environment.

**ENQUIRIES** : Adv T. P. Tsuaeli Tel No: (051) 403 3655

**POST 26/82** : **SUPPORT OFFICER: OFFICE OF THE CFO: REF NO: HS 23/2019**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Financial Bachelor Degree or Diploma plus appropriate experience in financial management environment and valid driver's license. A maximum of 5 years' experience in a financial environment and 2 years' supervisory experience, knowledge and understanding of public service policies and procedures, working knowledge of the functioning of provincial/National Government, basic knowledge of MS Word, Excel and Power Point, good verbal and written communication skills, knowledge of Financial Management, LOGIS, PERSAL and BAS.

**DUTIES** : Establish an integrated internal control system in the component. Provide support to develop, implement and monitor financial policies processes and delegations. Coordinate the implementation of audit recommendations. Develop and ensure the successful implementation of a departmental policy and implementation strategy toward improving internal control in the Department, addressing preventative controls to reduce financial-related risk in the financial environment, corrective control to address financial-related risks if and when they occur, detective controls towards monitoring the extent to which financial risks are mitigates and/or addressed effectively. Facilitate assurance services by evaluating system documents. Compile and coordinate the Key Control Matrix on monthly and quarterly reports. Assist the Chief Financial Officer in the coordination of the External Audit process. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation.

**ENQUIRIES** : Ms N. Molikoe Tel No: (051) 405 4727

**POST 26/83** : **TRIBUNAL SUPPORT SECRETARY: AFFORDABLE HOUSING PROGRAMME RENTAL REF NO. HS 24/2019**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12, Diploma or Degree, 1-2 years' experience in the field. Knowledge of the Public Service Act, PFMA, Public regulation Rental Housing Act, Promotion of Access to information Act as well as Record, Management Act, computer based housing act and policy information systems, Public services reporting procedures and work environment. Recommendations: Project Management skills, communication skills (written and verbal), Computer skills, Problem solving, Conflict resolution skills, Presentation skills, Time-management skills, Supervisory skills.

- DUTIES** : Provide logistical arrangements for the Rental Housing Tribunal mediations and hearings, Report on the circulation of rulings in the Tribunal, provide secretariat service to the meetings of the Tribunal, Processing payments of accounts and the monthly claims of members of the Tribunal, keeping of monthly statistics in relation to complaints received, resolved and outstanding/pending.
- ENQUIRIES** : Ms O. Seate Tel No: (051) 405 4965
- POST 26/84** : **SENIOR SUPPLY CHAIN PRACTITIONER LOSS CONTROL: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO. HS 25/2019**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Bloemfontein  
: Recognizable Degree/Diploma and or equivalent qualification coupled with 1-2 years' relevant experience in Supply Chain related activities, Driver's license. Recommendations: Relevant experience within Supply Chain Management, to ensure that all types of losses are reported and recovered from the officials, PFMA, Treasury regulations as well as the Departmental Policy.
- DUTIES** : Supervise the activities of SCM Clerks and SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development, performance and discipline, ensure quality of work): Monitor and evaluate SCM policies and practices related to loss control: Prepare reports on SCM (loss control) issues and statistics: Compile monthly reconciliations of outstanding claims submissions and recommendations implement and maintain loss control register for the department. Registration and recording of different kinds of losses, gathering information regarding losses and claims, convene the loss control committee meetings and provide the secretariat function, compile submissions as per Loss Control Committee's recommendations regarding the finalization of the case. Conduct Loss Control Training and information sessions to all staff.
- ENQUIRIES** : Mr T Khanyetsi Tel No: (051) 403 405 5716
- POST 26/85** : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: BID ADMINISTRATION REF NO: HS 26/2019 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Bloemfontein  
: Relevant Degree/National Diploma, 3–5 years' experience in acquisition management environment, knowledge of acquisition management practices, interpersonal skills. The candidates who are in position Grade 12 with exposure in related field may also apply. Communication skills, planning skills, analytical skills, decision making skills, client oriented, commitment and creativity. Driver's license Recommendations: Certificate in Supply Chain Management, Public Sector experience, knowledge of supply chain management policy framework.
- DUTIES** : Supervise the activities of SCM clerks, SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development ,performance and discipline, ensure quality of work): Administering tendering processes of the Department, request and evaluate quotations, compile RFP's on behalf of the Department, Prepare bid documents for the department, prepare adverts and conduct preliminary compliance check on bid documents: provide secretariat services to the Bid Evaluation committee, maintain a complete register of all processes concerning the quotations and the tender. Demand and acquisition Specialist: Report on progress related to work. Written and verbal communication with suppliers on awarded and non-awarding of bids. End Users: written and verbal communication on the provision of information or clarity that the jobholder has to provide, handling requisition and queries, etc.
- ENQUIRIES** : Ms B Mthembu Tel No. (051) 405 5222
- POST 26/86** : **PERSONAL ASSISTANTS (X5 POSTS)**
- SALARY CENTRE** : R257 508 per annum (Level 07)  
: Bloemfontein  
: Director: Supply Chain Management: REF NO: HS 27/2019  
: Chief Director: Project Management Unit: Ref No: HS 28/2019  
: Director: Financial & Budget Management: Ref No: HS 29/2019

Director: Lejweleputswa District Services: Ref No: HS 30/2019

Director: Priority & Intervention: Ref No: HS 31/2019

**REQUIREMENTS**

: Secretarial Diploma or equivalent qualification, the candidates who are in position Grade 12 with exposure in related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

**DUTIES**

: It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by die SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof, prioritize documentation, correspondence, etc., engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS with the purpose of minting resolutions and interaction with role-players to ensure the implementation of such resolutions. Ensure the safe-keeping of all documentation in the office of the SMS to be in line with the Archive Legislation: ensure the security of the office and documentation, handle travel arrangements for the SMS and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS's Office to ensure the effective utilization of funds, promote professional behavior and ethics in the Office of the SMS to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger are received in such a manner that the professional image of the office is enhanced, execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service to the SMS Member on matters related to the budget of the Office of the SMS Member.

**ENQUIRIES**

: Mr P. Soke Tel No: (051) 403 3802

**POST 26/87**

: **INTERNAL AUDITOR REF NO: HS 32/2019 (X2 POSTS)**

**SALARY CENTRE**

: R257 508 per annum (Level 07)  
: Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	National Diploma or B Com in Internal Auditing or Accounting. Specific knowledge of the Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Departmental structure and decision making processes. Ability to work both independently and in a team. Effective interviewing skills. Interpersonal skills. Communication skills, both oral and written. Listening skills. Planning and organizing skills. Registered at the Institute of Internal Auditors, South Africa.
<b><u>DUTIES</u></b>	:	Time Management: Completion of tasks as per allocated time-frames. Clear review notes on time. Timely implementation of resolutions taken during meetings. Planning Phase: Prepare the audit file as per standard set out in the audit methodology. Collect and analyze relevant legislative documents. Draft the audit planning memorandum and engagement letter. Arrange logistics for engagement meeting. Prepare attendance register for engagement meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Document processes conducted by the audit operational staff on system description working paper. Document walkthrough tests performed. Identify risks and ideal controls from the system flow of processes and capture them on the CAA working paper. Execution Phase: compile audit procedures and document on the CEA working paper. Conduct transaction testing and document on the detail testing working paper. Cross reference working papers to audit evidence. Reporting Phase: draft informal queries and document on the draft report. Arrange logistics for exit meeting. Prepare attendance register for exit meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Send Client Satisfaction Survey to the auditee. Follow-up phase: conduct follow-up audit after six (6) months after issuing Internal Audit reports. Conduct follow-up audit on the managements report issued by Auditor-General South Africa by end of January annually. Contribute to the development and design of Internal Audit policy documents for review. Implement Internal Audit related policies and ensure compliance.
<b><u>ENQUIRIES</u></b>	:	Mr O. Themba Tel No: (051) 405 4652
<b><u>POST 26/88</u></b>	:	<b><u>LAND TENURE OFFICER: MANGAUNG DISTRICT SERVICES REF NO: HS 33/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Mangaung District
<b><u>DUTIES</u></b>	:	Grade 12 certificate plus appropriate Diploma /Degree in law Admin Recommendations: Computer skills, interpretation skills, interpersonal skills, communication skills, listening skills and leadership skills to assist with the collection and co-ordination of all information received and collected in terms of act 81 of 1988 towards upgrading of land tenure rights, to assist with the opening of township registers for those general plans that do not have township registers, to assist the acquisition of suitable land for housing and other developmental purposes and to assist with interfacing of new township establishment applications with housing projects allocated.
<b><u>ENQUIRIES</u></b>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655
<b><u>POST 26/89</u></b>	:	<b><u>LAND TENURE OFFICER: XHARIEP DISTRICT SERVICES REF NO: HS 34/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Xhariep District
<b><u>DUTIES</u></b>	:	Grade 12 certificate plus appropriate Diploma /Degree in law Admin Recommendations: Computer skills, interpretation skills, interpersonal skills, communication skills, listening skills and leadership skills to assist with the collection and co-ordination of all information received and collected in terms of act 81 of 1988 towards upgrading of land tenure rights, to assist with the opening of township registers for those general plans that do not have township registers, to assist the acquisition of suitable land for housing and other developmental purposes and to assist with interfacing of new township establishment applications with housing projects allocated.
<b><u>ENQUIRIES</u></b>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655

<b><u>POST 26/90</u></b>	:	<b><u>OD PRACTITIONER: ORGANIZATIONAL DEVELOPMENT REF NO. HS 35/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07)
	:	
	:	An appropriate 3-year Degree, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills, driver's license.
<b><u>DUTIES</u></b>	:	To develop and maintain departmental organogram in line with the strategic plan. To conduct business process re-engineering investigations. Undertake efficiency promotion exercises. To evaluate jobs in the department/ province. Provide advice on the development of job descriptions and the application of job evaluation. To undertake administration functions required.
<b><u>ENQUIRIES</u></b>	:	Mr Z.M. Koekoe Tel No: (051) 412 9334
<b><u>POST 26/91</u></b>	:	<b><u>ADMIN OFFICER (BUDGET AND SUPPLY CHAIN) OFFICE OF CFO REF NO: HS 36/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	A Bachelor's degree/Diploma which includes Auditing, Accounting and Mathematics as subjects. A minimum of 1-2 years' experience in financial environment. Knowledge of BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	Establish an integrated internal control system in the component. Provide support to develop, implement and monitor financial policies processes and delegations. Coordinate the implementation of audit recommendations. To provide an effective and efficient financial reporting function. To perform internal control functions. Written and verbal communication with Deputy Director Accounting: Director Financial and Budget Management, colleagues within the Department, sub-ordinates, officials from Provincial Treasury and members of the public. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive managerial experience in a similar environment is a requisite.
<b><u>ENQUIRIES</u></b>	:	Ms N. Molikoe Tel No: (051) 405 4727
<b><u>POST 26/92</u></b>	:	<b><u>SUBSIDY ADMINISTRATION OFFICER: PROGRAMME DESIGN AND ALLOCATION: REF NO: HS 37/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate the implementation and to ensure successful completion and processing of housing subsidy applications in line with housing subsidy programmes. Administer and process housing forms in respect of projects and programmes, queries received from payment authorization. Compile query report for all the municipalities and submit on weekly basis to the Director and responsible managers.
<b><u>ENQUIRIES</u></b>	:	Ms M.R. Ridgard Tel No: (051) 405 4031
<b><u>POST 26/93</u></b>	:	<b><u>SUPPORT OFFICER SPECIAL PROGRAMME: OFFICE OF HOD REF NO: HS 38/2019 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills.

**DUTIES** : provide administrative support services. Draft routine correspondence (type documents). Receive, register and trace records or documents posted for further processing in the administration component of the Directorate. Develop and assist in the managing of the Directorate's Special programme to ensure effectiveness. Exercise expenditure control to ensure the effective utilization of funds. Handle all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims. Supervises and controls resources to ensure a satisfactory workflow and service delivery.

**ENQUIRIES** : Mr T.J. Motsoeneng Tel No: (051) 405 3080

**POST 26/94** : **COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: HS 39/2019**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Degree in Communication Studies or Media Studies or Equivalent qualification, 1-3-year experience in the relevant field and must have a valid driver's license.

**DUTIES** : To handle various matters related to internal and external communication in the Department of Human Settlements and Department of Cooperative Governance and Traditional Affairs. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/ press releases, etc. for different events or occasions (For the MEC and the Heads of department). Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy and (in line with the Provincial Communication policy Strategy) to promote and enhance communication within and outside the Departments. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority (ies). Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings.

**ENQUIRIES** : Ms S.L. Bogatsu Tel No: (051) 403 3392

**POST 26/95** : **ADMIN CLERK: CORPORATE SERVICES REF NO: HS 40/2019**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent  
**DUTIES** : Render general clerical support services. Record, organize, 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. 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.
<b><u>ENQUIRIES</u></b>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655
<b><u>POST 26/96</u></b>	:	<b><u>SUBSIDY ADMIN CLERK: XHARIEP DISTRICT REF NO: HS 41/2019</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Xhariep District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate/and be Computer Literate. Code 8 Valid Driver's License.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organize, 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. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration and maintain personnel records in the component. Keep and maintain the attendance register of 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.
<b><u>ENQUIRIES</u></b>	:	Mr P. Soke Tel No: (051) 403 3802
<b><u>POST 26/97</u></b>	:	<b><u>ADMIN CLERK: MANGAUNG DISTRICT SERVICES REF NO: HS 42/2019</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organize, 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. 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.
<b><u>ENQUIRIES</u></b>	:	Mr I. Mokoena Tel No: (051) 412 9306
<b><u>POST 26/98</u></b>	:	<b><u>ADMIN CLERK: INFORMAL SETTLEMENTS DIRECTORATE REF NO: HS 43/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organize, 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. 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** : Ms M. Hleli Tel No: (051) 405 4519
- POST 26/99** : **ACCOUNTING CLERK: CLAIMS PROCESSING AND VERIFICATION: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 43/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Bloemfontein  
: Grade 12 qualification. Recommendations: Knowledge: Public Finance Management Act, Financial administration and procedures, Financial systems (preferably BAS). Skills: Planning, organizing, problem solving, ability to follow a pro-active and creative problem solving approach. Attributes: ability to communicate at all levels, analytical thinking, and ability to work under pressure.
- DUTIES** : Timely capture claims on the current financial systems. Follow up and resolve contractors' queries to ensure that clients' claims are paid within 30 days. Prepare payment reports. Prepare monthly supplier reconciliations. Implement departmental/ public service policies and procedures and adhere to the relevant prescripts/ legislation. Ensure the smooth functioning of finance payment section. Attend to payment matters as guided the supervisors.
- ENQUIRIES** : Mr J. Zoko Tel No: (051) 405 5340
- POST 26/100** : **SUPPLY CHAIN CLERK: DEMAND MANAGEMENT REF NO: HS 44/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Bloemfontein  
: Grade 12. Recommendations: relevant experience with supply chain management, Driver's license
- DUTIES** : Ensure that Departmental Asset Register on LOGIS in continuously maintained, capture balance adjustment on BACP for assets, movement of asset from one asset to another on selection BAMV, coordinating stock takes/asset verification, investigating Discrepancies occurred between asset lists, conduct quarterly spot checks on assets, assist with asset identification during audit, spot checks and so forth, ensures that filling is regularly done. Public service regulations and relevant Government Acts (PFMA, Treasury Regulations, PPPFA, SCM policies and practice notes.
- ENQUIRIES** : Ms B Helepi Tel No: (051) 405 3290
- POST 26/101** : **ADMINISTRATION CLERK: QUALITY ASSURANCE & MONITORING REF NO: HS 45/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Bloemfontein  
: Grade 12 or equivalent
- DUTIES** : Render general clerical support services. Record, organize, 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. 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** : Mr T.K. Malebane Tel No: (051) 405 4380

**POST 26/102** : **DRIVER/MESSENGER: AUXILLIARY SERVICES REF NO: HS 46/2019**

**SALARY** : R145 281 per annum (Level 04)

**CENTRE** : Head Office/Bloemfontein

**REQUIREMENTS** : Grade 12, Driver's license and public driving permit (PDP), typing, computer literacy, filing, time management, communication skills, and problem solving skills.

**DUTIES** : Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defect timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Secondary Function: Render a clerical support/messenger in the related items in the Directorate and Head Office. Copy and fax documents. Render a photocopy and scanning services to the office of the director to ensure the timeous distribution of documents. Ensuring of all documents in the Directorate filled and kept in line with departmental register system to enhance easy access of information. Register incoming and outgoing mails to ensure records of receipts. Organize storage of records to keep the filing system in order. Manage records in order to ensure adherence of regulations. Handle and maintain the office of the Director's file index and administrative system to enable quick tracking and retrieval of information. Keep inventory of office furniture and equipment of the office of the Director to ensure proper usage. Introduce and maintaining of an electronic filing system.

**ENQUIRIES** : Adv T.P. Tsuaeli Tel No: (051) 405 3655

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thusong Centre next to Home Affairs.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 Recruitment
- CLOSING DATE** : 02 August 2019, 12h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore, for SMS posts women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

**MANAGEMENT ECHELON**

- POST 26/103** : **DEPUTY DIRECTOR-GENERAL: NATURAL RESOURCE MANAGEMENT  
REF NO: REFS/004320**
- SALARY** : R1 521 591 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 and an undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by SAQA in Environmental and Agricultural related/relevant field. 8 years' of experience at senior management level. Valid Driver's Licence. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.
- DUTIES** : Provide strategic management, leadership and advice in respect of the rendering of effective and efficient veterinary services, agricultural services and sustainable resource management. Planning, directing and co-ordinating operational activities of the Gauteng Department of Agriculture and Rural Development, to enable the achievement of Organisational Strategy Imperatives. Provide an overall operational direction defining, developing and integrating the strategic plan for Service Delivery on a short, medium and long term basis. Manage staff within the Branch. Manage and control Departmental expenditure within agreed budgets. Manage risk and business continuity.
- ENQUIRIES** : Mr N Mogale Tel No: (011) 240 2561

**DEPARTMENT OF E-GOVERNMENT**

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Ms Portia Makotwane, Human Resource Management  
:  
: 02 August 2019  
:  
: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts. Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

**OTHER POST**

**POST 26/104**

: **DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: REFS/004272**  
: Directorate: Centre of Innovation

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R733 257 per annum (Level 11) (all-inclusive remuneration package)  
:  
: Johannesburg  
:  
: Matric Certificate plus a BCom/BSc Degree in field of Information and Communication Technology (ICT) such as Business Informatics, Information Systems, Information Management, and Computer Science. Understanding the business requirements, and through a structured process, modelling, validating and translating it into business requirement specifications that are used by developers to craft a technical solution. Must be able to demonstrate, understanding and knowledge of project management methodologies and frameworks. The certificates of business analysis and systems are essential.

**DUTIES**

: Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artefacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seeking to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will

result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes.

**ENQUIRIES** : Ms Portia Makotwane Tel No: (011) 689 8898

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

**POST 26/105** : **ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 08/2019 (X1 POST)**  
Directorate: Nursing  
This is a re-advertisement. All candidates must re-apply

**SALARY** : R614 991 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. Candidate must have a minimum of ten years appropriate experience as a nurse after registration with SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Basic training on HIV / AIDS, TB, PMTCT, NIMART (nurse initiating Anti – retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) and Net system trained. Candidate must have a minimum of five years working experience with HAST patients including children and pregnant women. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.

**DUTIES** : Promote the implementation and adherence of the HAST programs i.e. PMTCT, TB, HIV / AIDS, Step-down and Tier, and Net system. Integrate PMTCT program in mother and child care units. Ensure mentoring and coaching of team members on HAST programs and policies to ensure quality patients care. Utilize HAST data to influence decision making i.e. analyses, interpret, validate and submit data. Ensure development of staff on relevant changes in the program. Attend meetings, give feedback and implement new developments. Monitor and ensure proper utilization of human, financial and physical resources. Ensure implementation of HAST policies in all relevant wards and monitor progress. Develop and maintain constructive working relationships with nursing and other stakeholders. Demonstrate knowledge and understanding of National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

**ENQUIRIES** : Ms M E Polo Tel No: (016) 428 7130  
**APPLICATIONS** : 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 three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.

**CLOSING DATE** : 02 August 2019

<b><u>POST 26/106</u></b>	:	<b><u>LECTURER GRADE 1 (CLINICAL COORDINATOR) REF NO: NURSING 09/2019 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Nursing Education Science that is registered with SANC. Candidate must have a minimum of nine years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC. Five years of the above period must be experience gained after obtaining Nursing Education qualification. Certificate in computer literacy is required. Health service management and staff development experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education, practice standards and National Core Standards and Health Department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Plan, implement, monitor and evaluate in-service training programs. Orientate and induct newly appointed staff. Plan, coordinate, facilitate and monitor clinical learning exposure in various clinical settings for individual nursing personnel. Coordinate skills development program and implementation of continuing professional development (CPD) for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms M E Polo Tel No: (016) 428 7130
<b><u>APPLICATIONS</u></b>	:	Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<b><u>NOTE</u></b>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 August 2019
<b><u>POST 26/107</u></b>	:	<b><u>ADMINISTRATION OFFICER (REGISTRY) (X1 POST)</u></b> Directorate: Registry
<b><u>SALARY</u></b>	:	R257 508 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Nursing College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with 2 to 5 years relevant experience in the document management sphere or Diploma in Archivist/Record Management with at least 1-year relevant experience. Knowledge of library management. Good communication (verbal & written), organizational and problem-solving skills, Conflict management and supervisory skills. Ability to work under pressure. Ability to build and maintain sound Interpersonal relations. Proof of computer competency (MS Word, Excel, etc.). Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the franking of all outgoing mail. Record all remittances and registered mail in the respective registers. Manage the dissemination of correspondence between institutions. Keep files and records according to classification systems in the archives, facility and library. Supervise the messenger service. Control and distribute incoming and outgoing documents. Filing of documents on daily basis. Withdrawal of enquiry files in line with the archive policy. Administer postal services. Handle all other registry tasks as assigned by the supervisor. Supervision and management of the library department.
<b><u>ENQUIRIES</u></b>	:	Mrs J Gassiep Tel No: (011) 247- 3303-3300 Mr. J Machaba Tel No: (011) 247 3345
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Riversdale Road, Gate 4, Coronationville or posted to Rahima Moosa, Private

Bag X 116 Melville, 2109, Human Resource Department. Ensure that the right reference number is quoted on your application form. Ensure that all certificates are certified and dated (not more than 3 months old).

- CLOSING DATE** : 12 August 2019
- POST 26/108** : **PORTER X1 POST REF NO: REF-TDH007/2019**  
Directorate: Administration and Patient Affairs & Logistics
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Abet or Grade 12 good verbal communication and interpersonal skills. Be able to work in a team environment
- DUTIES** : Receive corpses, record and store them in the fridge. Assist with transportation of patients within the hospital and the surrounding hospitals should the need arise. Moving corpse from wards, X-Ray, OPD, ARV to mortuary and responsible for correct completion of relevant forms. Reporting of faulty, broken wheelchairs and trolleys. To ensure that the hospital equipment used in porters' bay (wheelchairs, mini ambulance and stretchers are taken care of by cleaning and looking after them). Collecting of human tissue and transporting it for disposal. Handle all telephonic and verbal inquiries from all sections within the institution. To be helpful, friendly and willing to assist our patients, staff and public at large. To transport patients to Steve Biko along the corridor when the need arises. Willingness to go an extra mile and take and take instruction from supervisor. To be able to work shifts.
- ENQUIRIES** : Ms G Letwaba Tel No: (012) 354 7802
- APPLICATIONS** : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001. Hand Delivery at Tshwane District Hospital post box next to enquiries Office
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 August 2019

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

- APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 16 August 2019, 12H00 No late applications will be considered
- NOTE** : Requirement of applications: 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 [www.gautengonline.gov.za](http://www.gautengonline.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. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

## MANAGEMENT ECHELON

<b><u>POST 26/109</u></b>	:	<b><u>DIRECTOR: POLICY AND RESEARCH REF NO: REFS/004335</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a three-year Degree in Public Administration/Policy Development. A minimum of 5 years' relevant experience at middle/senior managerial level. Extensive experience in the development, review and analysis of policies in general, with specific to Human Settlements being an added advantage. Strong understanding and application of both qualitative and quantitative research methodologies. Understanding of the operations, challenges and policy/legislation gaps of the human settlements sector. Ability to identify policy reviews following identified gaps in policies and legislation, to improve the provision of human settlements. An ability to coordinate units and information provision and analysis, to improve the provision of human settlements. Experience in developing or reviewing policies that cuts across through all spheres of government. A valid driver's license. Competencies and skills: Report writing, Presentation skills, Computer literacy, Analytical thinking, Communication: verbal and written, Coordination skills, Service delivery oriented, Time management skills, Problem solving skills, Interpersonal skills.
<b><u>DUTIES</u></b>	:	Facilitate, manage, coordinate, review and advise on policy, research and development in respect of human settlements and related policies, for the Department of Human Settlements. Effectively manage the work of the directorate, provide support and an analysis of policies and legislation that may have an impact on the development of Human Settlements. Conducts or participates in the development, review, revision, interpretation and or implementation of policies, procedures, standards and guidelines. Participates in the planning, coordination, development and implementation of long term goals and objectives that supports the development of human settlements. Coordinates compliance with rules, regulations and policies. Develops and maintains an information hub of all policies and legislation, both developed by the Department as well as other entities that are an interested and affected part to the work done by the Department of Human Settlements. Develop policy related to all relevant programmes that facilitate the successful creation or management of human settlements and publish research on the impact thereof. Ensure effective personnel management. Manage allocated resources in line with the Public Finance Management Act and its related regulations. Representation of the Department of Human Settlements at various policy forums.
<b><u>ENQUIRIES</u></b>	:	Ms Khosi Kunene Tel No: (072) 315 9992

## OFFICE OF THE PREMIER

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.***

<b><u>CLOSING DATE</u></b>	:	02 August 2019
<b><u>NOTE</u></b>	:	Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical

exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

#### **MANAGEMENT ECHELON**

- POST 26/110** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS REF NO: 004321**  
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration and a qualification in Infrastructure and Building Management will be an added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organizational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Mega Human Settlements Strategy. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Implementation of sustainable human settlements "Breaking new ground in Housing Delivery. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Develop policies and plans that enable spatial transformation in the delivery of human settlements. Facilitate access to affordable housing for the people of Gauteng. Managing the performance and service delivery of the Department. Implementing appropriate policies, strategies, structures, systems and processes to deliver mandates. Making contribution to the broader strategic environment of Gauteng ensuring that the highest standards of corporate governance and ethics are upheld. Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.
- ENQUIRES** : SN Mtshali Tel No: (011) 355 6280
- APPLICATIONS** : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za),
- 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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 26/111** : **HEAD OF DEPARTMENT: GAUTENG DEPARTMENT OF PUBLIC TRANSPORT AND ROAD INFRASTRUCTURE REF NO: 004322**  
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities applicable to the Department. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Development of a modern integrated transport system that provides high quality, accessible, efficient, safe, affordable and environmentally sound transport services; Contribution to the overall achievement of economic growth by investing in the development of road infrastructure systems, thereby improving Gauteng to be a competitive city region; Building the technical capacity of the Department to ensure good governance; Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Provision of a sustainable transport infrastructure that will improve the quality of life by minimizing environmental hazards; Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.
- ENQUIRIES** : SN Mtshali Tel No: (011) 355 6280
- APPLICATIONS** : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- 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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 26/112** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS & INTERGOVERNMENTAL RELATIONS REF NO: 004333**  
(5 Year Contract)  
Directorate: Executive Support and Stakeholder
- SALARY CENTRE REQUIREMENTS** : R1 251 183 - R1 495 956 per annum (all-inclusive remuneration package)  
: Johannesburg  
: A Bachelor's degree (NQF 7) in Political Science, Development Studies, Public Administration/Social Sciences. A postgraduate qualification in International Relations or Intergovernmental Relations (IGR) will be an added advantage. 5-10 years relevant functional experience in a Senior Management level position in the public sector environment. Strong strategic, leadership, communication and management skills. Practical knowledge of the development of Government policies, procedures and prescripts. Demonstrable understanding of protocol in relation to International Relations. Knowledge of international politics and relations; South African Foreign policy and para-diplomacy initiatives. Proven working experience in IGR structures. Key Competencies: Policy analysis, policy formulation and research; analytical and problem-solving skills; Communication (written and verbal). Financial, Programme and project management, People management and empowerment. Client orientation and customer focus skills. Service delivery innovation and strategic thinking, negotiation and networking skills.
- DUTIES** : As part of the Senior Management team of the Office of the Premier, the incumbent will be responsible for the overall management and/or coordination of the following functions: Strategic management government programmes to promote sound intergovernmental relations, strategic support to Gauteng's diplomatic initiatives, in line with South Africa's overall approach to International Relations. Provide strategic technical, policy and research advice to the Premier, The Gauteng Executive Council, Director General and Provincial Departments (GPG) on International Relations and IGR in respect of making Gauteng an integrated and globally competitive province. Forge international relations and partnerships that advance and support Gauteng's priorities, to contribute to the National outcomes. management oversight and operational leadership in the development and management of bilateral relations. Development and implementation of the provincial international relations framework and annual International Relations programme. Monitor the implementation of the International Relations programme. Develop strategies and mechanisms to monitor the effectiveness of GPG International Relations engagements. Manage protocol for bilateral engagements/ working closely with DIRCO. Provide support to national forums on International Relations and programmes. Facilitate the implementation of the Intergovernmental Relations Framework. Maintain dynamic relationships with strategic partners. Ensure strong IGR that advance Gauteng's development agenda.
- ENQUIRES APPLICATIONS** : SN Mtshali Tel No: (011) 355 6280  
: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street)
- 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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 26/113** : **DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 004336**  
Directorate: Intergovernmental Relations
- SALARY CENTRE REQUIREMENTS** : R1 057 326 - R1 245 495 per annum plus (all-inclusive remuneration package).  
: Johannesburg  
: A 3-4 Bachelor's degree in Social Sciences/Public Administration, 3-4 years relevant experience as an Assistant Director or Junior manager in the public

sector environment. The candidate must have good writing skills, good verbal communication, planning, negotiation, report writing and administrative skills. Ability to pay attention to detail is a pre-requisite. Knowledge and experience of the Government Legislative Framework and ability to communicate effectively with all stakeholders. Demonstrable experience in drafting public policy documents and strategies. Monitoring and tracking of, policy development and implementation capability. People management skills. Good People and Financial Management skills. Key Competencies -: Policy analysis, policy formulation and research; analytical and problem solving skills; Communication (written and verbal). Financial, Programme and project management, People management and empowerment. Client orientation and customer focus skills. Service delivery innovation and strategic thinking, negotiation and networking skills.

**DUTIES** : As part of the Senior Management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/or coordination of the following functions: To provide strategic technical policy and research advice to the Director General and Provincial Departments on IGR matters. Facilitate the development, implementation and monitoring of a strategy aimed at promoting Gauteng monitoring and evaluation of the implementation of IGR priorities and resolutions. Conduct research on IGR trends regionally, nationally and internationally. Facilitate the implementation of the Intergovernmental Relations Framework in Gauteng. Maintain dynamic relationships with strategic partners. Ensure strong IGR that advance Gauteng's development agenda. Manage and support strategic and inclusive agenda setting processes for all intergovernmental structures. Play a Liaison role between the Office of the Premier and other stakeholders. Manage the Directorate.

**ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355-6280  
**APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street

**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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **OTHER POSTS**

**POST 26/114** : **STATE LAW ADVISOR (LP7) REF NO: 004337**  
 Directorate: State Law Advice

**SALARY** : R763 212 – R822 192 State Law Advisor Grade 1 (LP-7) 5 to 8 years' experience per annum (All-inclusive remuneration package) depending on proven competence and previous work experience.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : LLB degree and/or equivalent qualification in law and must be admitted to practice as an advocate or attorney, or qualify to be admitted as such plus appropriate experience of at least 4-5 years in a legal environment. Proven civil litigation experience required. Creative and innovative legal thinking, problem solving and ability to apply legal theory to facts. Excellent writing and communication skills. Computer literacy (Word, Excel and Power Point). The candidate must have proven ability to work independently and without constant supervision, yet function as part of a team when required. Resilience and preparedness to deal with administration required from an energetic, hardworking professional person with integrity. Constitutional and Administrative Law, public service experience and technical knowledge of legislative drafting are added advantages.

**DUTIES** : Primary duties: Handle litigation involving the Office of the Premier and assist with the province wide implementation and monitoring of the provincial litigation management approach to ensure the protection of the interests of the Province. Update litigation management system and prepare bi-annual reports and

- analysis of litigation trends in the Province. Furnish legal opinions to all Provincial Departments, especially where possible conflict of laws and uncertainties exist with regard to interpretation. Assist the Office of the Premier in the drafting of agreements. Secondary duties: Assist with the drafting and final editing of legislation, as well as work with the GPG on the preparation of Bills. Drafting, certification and interpretation of subordinate legislation.
- ENQUIRES** : Post Content Only - Adv. Monwabisi Nguqu, Tel No: (011) 355-6312 or Ms Zandile Ntshalintshali Tel No: (011) 355-6427
- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntsemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street
- POST 26/115** : **DEPUTY DIRECTOR: LEADER OF GOVERNMENT BUSINESS REF NO: 004338**  
Directorate: Leader of Government Business (LGB)
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
Johannesburg  
A 3-4 Bachelor's degree in Social Sciences/Public Administration, 3-4 years relevant experience as an Assistant Director or Junior manager in the public sector environment. The candidate must have good writing skills, good verbal communication, planning, negotiation, report writing and administrative skills. Ability to pay attention to detail is a pre-requisite. Knowledge and experience of the Government Legislative Framework and ability to communicate effectively with all stakeholders. Demonstrable experience in drafting public policy documents and strategies. Monitoring and tracking of, policy development and implementation capability. People management skills. Good People and Financial Management skills. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
- DUTIES** : Provide strategic and technical support to the Leader of Government Business. Conduct research, strategic, analysis and prepare advice to the Executive Council Sub-Committees, the Executive Council and Premier's Coordination Forum. Develop memoranda for consideration by the Executive Council in relation to the annual Legislature programme. Tracking of Legislature Questions and management thereof. Analysis of questions, statements and programmes of the Legislature for submission to the Executive Council. Ensure support to the Governance and Planning Sub-Committees of the Executive Council. Manage the priorities of the Legislative's Programming Committee and provide support to the Leader of Government Business. Provide policy and strategic support to GPG departments in relation to the Cabinet system and Government Business in the Legislature. Coordinate activities for National Council of Provinces Workshops with relevant stakeholders. Provide guidance and support to departments with respect to the National Council of Provinces activities in the Province. Manage the Executive Council's participation in the Provincial and National Legislative process. Manage the sub directorate.
- ENQUIRES APPLICATIONS** : Ms Zandile Ntshalintshali Tel No (011) 355 6427  
Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntsemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street
- 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. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**POST 26/116** : **DEPUTY DIRECTOR: E-CABINET OPERATIONAL SERVICES REF NO: 004339**  
Directorate: e-Cabinet Operational Services

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
: Johannesburg  
: A 3 – 4 Year Bachelor Degree /National Diploma in Information Management; Public Policy Administration or equivalent qualification is required. knowledge of the development of government policies, procedures and prescripts. Thorough understanding of information technology, conceptualization, design and management of information systems. Good Communication (verbal and written), presentation, planning and organising skills. Strong Research and report writing skills. Advanced computer literacy/ statistical analysis skills. Project management skills. Good decision making and problem solving skills. Knowledge of database management.

**DUTIES** : Provide support to the Executive Council on the e-cabinet system and to the GPG departments. Manage the Executive Council tracking system. Compile quarterly analytical reports on the implementation of Cabinet decisions. Track and report on the progress of the implementation of decisions taken in Cabinet meetings through liaison with offices of Heads of department and MECs. Build, refine, conceptualize and design proof of concepts, implement, embed and maintain an electronic Cabinet system. Data warehousing and mining. Archiving of the official government set of Registers of Resolutions and Records of approved policies and legislation on the e-Cabinet systems. Maintain a document management system as it relates to EXCO and PCF. Conduct training sessions with all GPG departments to embed the processes required for uploads into the e-cabinet system and management of the system security. Manage the monthly and quarterly content deposits into the system.

**ENQUIRES APPLICATIONS** : Ms Zanidile Ntshalintshali Tel No: (011) 355 6427  
: Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street

**POST 26/117** : **DEPUTY DIRECTOR: EVALUATIONS REF NO: 004323**  
Directorate: Performance, Monitoring and Evaluations

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (All-inclusive remuneration package).  
: Johannesburg  
: A Bachelor's Degree in Research/Research Psychology, Evaluations or equivalent qualification. A post-graduate qualification will be an added advantage. 3-5 years Research/Evaluations experience at Assistant Director or equivalent level. In-depth knowledge of relevant prescripts, application and understanding of legislative, regulatory and policy framework governing Evaluations within the public service. Good Communication (verbal and written) and presentation skills. Good Planning and organising skills. Strong Research/Evaluations and report writing skills. Advanced computer literacy/ statistical analysis skills (SPSS or equivalent). Project management skills. Good decision making and problem solving skills.

**DUTIES** : Manage, coordinate and conduct provincial evaluations to improve government performance, outcomes and impacts Coordinate the development of the Provincial Evaluation Plan, Project management of specific evaluations and other assignments (drafting terms of reference, project plans and SLAs, commissioning evaluations, organizing Steering Committee and other meetings, organizing stakeholder workshops, minuting meetings, drafting contracts for peer reviewers, etc.). Reviewing evaluation reports, developing and monitoring evaluation improvement plans. Initiating and undertaking certain evaluation assignments. Providing guidance and analyzing relevant data as required. Provide technical support to other provincial departments on evaluation related matters. Undertake rapid evaluations. Write policy briefs on evaluation aspects. Ensure the Implementation of evaluation recommendations in improving programmes.

**ENQUIRES** : Ms Fenny Mkhabela Tel No: (011) 355 6176

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street
- POST 26/118** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 004340**  
Directorate: Intergovernmental Relations
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum plus benefits  
Johannesburg  
A Bachelor’s degree (NQF7) in Political Science, Development Studies, Public Administration/ Public Management and Governance/ Social Sciences or Public Law and Governance, understanding of constitutional law and legislative interpretation and least 3 years in the public-sector environment. Strong strategic, leadership, and management skills. Practical knowledge of the development of Government policies, procedures and prescripts. Demonstrable knowledge and understanding of Intergovernmental Relations structures and legislative framework governing IGR, Research and analysis knowledge experience on governance and the role of governance. Proven working experience in IGR and the relevant structures.
- DUTIES** : Facilitate coordination of Intergovernmental Relations Structures to promote cooperative government in the Gauteng City Region. Implementation of principles of cooperative government and intergovernmental relations to improve service delivery and socio economic interventions in the Gauteng City Region. Monitoring and evaluation of cooperative government between the Gauteng Provincial Government departments, National departments, the South African Local Government Association and Local Governments in the Gauteng City Region. Conduct research on IGR trends nationally and internationally. Develop from the SONA, SOPA, APPs, Executive Council, PCF and MEC/MMC Forum meetings and monitor the implementation of IGR priorities and resolutions. Coordination of Provincial Forums, Agenda setting, Recording discussions/ minutes. Relationship management and play a Liaison role between the Office of the Premier and other stakeholders. Coordinate the implementation of strategies and policies to manage intergovernmental relations. Facilitate implementation of strategies related to the Sub-directorate in relations to District, Metropolitan and Local IGR coordination. Assist in coordination of meetings, agenda and other logistics in support of the Premier’s Coordination Forum. Provide support in coordination of inter-sphere and intersectoral intergovernmental cooperation (Ntirhisano Premier’s Community Outreach Programme) to enhance Integrated Planning and Service Delivery. Maintain and review the IGR Structures database and participation in the IGR meetings. Assist in the provision of required administrative support on all IGR Structures (sector departments and municipalities) to support Ntirhisano functionality in all spheres of government and State entities. Provide support to intergovernmental service delivery services, for example the Ntirhisano: Premier’s Community Outreach Programme; Workstreams supporting the section 139 intervention in municipalities and Workstreams supporting Inter-Ministerial Task Team on service delivery; provide support to the Gauteng Department of Cooperative Governance and Traditional Affairs in facilitating the participation and contribution by National, Provincial departments and state entities in municipalities Integrated Development Plans (IDPs). Render administrative support in the Sub-Directorate: provide support to ensure the effective and efficient running and management of Intergovernmental Relations Sub-directorate; assist in compiling accurate and timeous minutes, decisions and reports for the Sub-Directorate and ensure that activities and projects are in line with the budget. Track the budget expenditure patterns and manage area of responsibility. Providing research and follow up in the development and implementation of the Intergovernmental Relations strategies, programmes and plans. Support the consolidation, submission and presentation of Intergovernmental Relations strategies, programmes and plans. Continuous follow up through tracking, monitoring, research, analysis and oversight of the Intergovernmental Relations strategies, programmes and plans. Initiate research and analysis on domestic and international trends in

**ENQUIRES**  
**APPLICATIONS**

line with the development and implementation of Intergovernmental Relations strategies, programmes and plans.

- : Ms Zanidile Ntshalintshali Tel No: (011) 355 6427
- : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street

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

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

**OTHER POSTS**

<b><u>POST 26/119</u></b>	:	<b><u>HEAD CLINICAL UNIT – GRADE 1 REF NO: UGU DO 04/2019</u></b> Component: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	R1 728 807 per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Ugu Health District Office
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification in the appropriate Health Science (MBCHB). At least three (3) years post registration experience as a specialist in obstetrics and gynaecology after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Current registration with the HPCSA as a Medical Specialist (2019/2020). Certificate of service from previous and current employer endorsed and stamped by Human Resources. Own clinical discipline, Relevant legislation, regulations and policies, Quality assurance and improvement programmes, Programme planning, implementation and evaluation, Information management, Human resources and financial management, Good leadership skills, Good communication skills, Good problem solving skills, Computer literacy, Stress tolerance, Self-confidence, Objectivity, Ethics, Empathy, Passion for teaching.
<b><u>DUTIES</u></b>		General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born and children at all levels within a health district. Clinical governance. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline, whilst ensuring that no more than 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district outside the regional/tertiary centres. This includes performing operational research for approximately 10% of time. Overtime in regional and tertiary hospitals is optional. Support Service Delivery - Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards e.g. Esmoe. Provide Education and Training: Provide support supervision/mentorship in relevant discipline at facilities within the District. Facilitate and participate in the training, development and mentorship of under and post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics: Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor And Evaluate Services: Initiate, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organization, (e.g. performance reviews). Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support and participate in relevant research; this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaboration within the District Specialist Team. Enable engagement with the local community and relevant non-Government organizations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Participate in provincial and national activities and initiatives to improve the health of and health delivery to



mothers, babies and children. Present quarterly reports on activities, health services and programmes to line management. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

**ENQUIRIES** : Mrs N C Mkhize Tel No: (039) 688 3000

**APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION** : Mrs T Madlala

**CLOSING DATE** : 02 August 2019

**POST 26/120** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: CRITICAL CARE REF NO: MED 28/2019 NO. OF (X1 POST)**

**SALARY** : Grade 1: R1 728 807 – R1 834 890 Package, Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) (This is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Head of Department for Health)

**CENTRE** : Edendale Hospital

**REQUIREMENTS** : Grade 12 Certificate. A Specialist qualification in Anaesthesia. Registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Anaesthesia. 3 year post registration experience as a “Specialist”. Current registration card with the HPCSA (2019-2020) as a Subspecialist in Critical Care. Certificate of service endorsed by HR Department. N.B. The applicant should additionally be registered with the HPCSA as a Possession by the applicant of the Certificate in Critical Care of the Colleges of Medicine of South Africa is strongly preferred. Applicants who are near completion of 3 years post registration experience may apply for this post. However appointment to this post is conditional upon proof of completion of 3 years' experience as a specialist. The applicant should: Possess sound knowledge of Human Resources Management, budgeting, implementation and evaluation of quality assurance programs, and information management. Possess knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics. Have good communication, leadership, decision-making and clinical skills. Have sound up-to-date knowledge of clinical procedures, protocols and international standards of care within the discipline, including appropriate clinical use of current relevant technology. Be physically available to participate in the Pietermaritzburg Metropolitan Critical Care after Hours call system encompassing Edendale, Grey's and Northdale Hospitals. Be able to efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Have the ability to critically evaluate new technologies and decide on the cost effective implementation thereof  
Behavioural Attributes: The applicant should possess: Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

**DUTIES** : The successful incumbent would be required to: Manage the adult multidisciplinary regional Intensive Care Unit (ICU) and High Care at Edendale Hospital as a component of the overall Metropolitan Critical Care system of the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Report to the Medical Manager at Edendale with regards to the administrative issues surrounding Critical Care Services in Edendale Hospital and will be responsible for the attendance of relevant meetings that affect the Critical Care Services within Edendale Hospital. Report to the Metropolitan Head of Critical Care in the Pietermaritzburg Department of Anaesthesia, as well as to the Head Clinical Department Anaesthesia and Critical Care Area 2, to jointly ensure that an efficient and acceptable standard of Critical Care patient services are maintained. Develop and refine Critical Care admission and discharge policies appropriate for Edendale Hospital, in line with the overall Metropolitan Critical Care policies, to ensure the fair and ethical distribution of ICU resources. Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan

Critical Care system to facilitate postgraduate training in Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines, and for specialists undertaking Certification in Critical Care, and would need to maximize the contribution of the Edendale ICU and High Care to these training programmes. Accept overall responsibility for the Critical Care management of critically ill patients admitted to the Intensive Care Unit and High Care Area of Edendale Hospital. Lead the clinical Critical Care service of a regional hospital ICU that functions as part of the Metropolitan Critical Care service by: Personally providing Subspecialist-level consultant cover and clinical leadership for the Edendale Hospital ICU and High Care wards. Supervising and directing the clinical work of Specialists undertaking Certification in Critical Care. Personally providing (on a rostered duty basis) after-hours Subspecialist consultant cover for the ICU and High Care at Edendale Hospital as well as for other ICUs in the Metropolitan Critical Care system. Currently calls are shared with the Department of Anaesthesia consultants and will therefore also entail covering Anaesthesia specialist cover in Edendale theatres and/or other hospitals in the PMB metropolitan area. Assessing pre- and post-admission high-risk patients in the wards, and providing clinical guidance to clinicians referring patients to the ICU and High Care at Edendale Hospital. Liaising with, and working with, the Critical Care services offered by the Department of Paediatrics at Edendale Hospital on matters of joint relevance to both adult and paediatric critical care. Participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal. Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of medical staff, and giving guidance for the effective utilization and placement of nursing staff. Maintaining discipline and ensuring that staff members act with integrity and professionalism within the law. Delegating duties to senior staff without lessening the incumbent's own responsibility and accountability for actions taken on the incumbent's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the ICU and High Care. Maintaining self-development and staff development by CPD and CME activities and participation in postgraduate and other relevant academic/training programmes. Co-ordinating participation in Quality Improvement measures by staff. Ensure the proper and economical use of equipment, consumables and other resources.

- ENQUIRIES** : Dr E K Mthembu Tel No: (033) 395 4005
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
- FOR ATTENTION** : Mr. L. Makhaye
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability irrespective of race and gender, African Male, Coloured Male and Indian Male.
- CLOSING DATE** : 02 August 2019
- POST 26/121** : **MEDICAL SPECIALIST GRADE 1/2/3 (ANAESTHETICS) REF NO: PSH 09/19 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum  
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
- CENTRE** : Port Shepstone Hospital
- REQUIREMENTS** : **Grade 1:** senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Anaesthetics. No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a

Medical Specialist in Anaesthetics. **Grade 3:** A Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies). Proof of experience current and previous work experience must have a complete dates from all institutions endorsed by the Human Resource Manager or Delegated person (Certificate of service must be attached as proof of experience. Knowledge, Skills And Competencies: Sound management and clinical skills. Knowledge of relevant acts, policies and regulations of the Department of Health. Ability to develop policies and guidelines. Knowledge of health information systems. Good verbal and written communication skills. Ability to teach and supervise staff at all levels. Sound knowledge of medical ethics. Key Performance Areas: Supervise and monitor patient care in ICU and Operating theatre. Assist with the development of a Regional ICU and Operating theatre. Develop clinical audits and quality improvement programmes. Be responsible for teaching medical students, paramedical staff, nursing staff, registrars and medical officers. Assist in sustaining a DA and Registrar teaching programme. Deputize HCU.

**ENQUIRIES** : Dr V L Moses Tel No: (039) 688 600 or Dr. P B Dlamini Tel No: (039) 688 6000  
**APPLICATIONS** : Mr. ZM Zulu Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

**NOTE** : Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D, Senior certificate, MBchB degree & qualification that allow registration with HPCSA as a Medical Specialist in Anaesthetic, HPCSA annual card, no copies of certified copies will be accepted and must be not more than 6 months certified. 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). 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 verification.

**CLOSING DATE** : 02 August 2019 at 16h00

**POST 26/122** : **MEDICAL SPECIALIST GRADE 1/2/3 (OBSTETRIC & GYNAECOLOGY)**  
**REF NO: PSH 08/19 (X2 POSTS)**

**SALARY** : Grade 1: R1 106 040 per annum  
Grade 2: R1 264 623 per annum  
Grade 3: R1 467 651 per annum  
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

**CENTRE** : Port Shepstone Hospital  
**REQUIREMENTS** : **Grade 1:** Senior certificate, MBchB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynae, Registration certificate with the HPCSA as a Medical Specialist in Obstetric & Gynae, Current HPCSA Registration card 2019 / 2020. No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Obstetric & Gynae  
**Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynae. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynae. Proof of experience current and previous work experience must have a complete dates from all institutions endorsed by the Human Resource Manager or Delegated person (Certificate of service must be attached as proof of experience. Knowledge, Skills And Competencies: Clinical knowledge, competency and skills in Obstetrics and Gynaecology department. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose common media problems.

Knowledge of current Health and Public Service Legislation, regulations and Policies. Concern for excellence. Key Performance Areas: Provide Obstetrics and Gynaecology services in designation area of responsibility within accepted guidelines and protocols. Perform, interpret and report Obstetrics and Gynaecology procedures and studies. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Obstetrics and Gynaecology services rendered. Participate in undergraduate teaching of Obstetrics and Gynaecology.

- ENQUIRIES** : Dr I L Popov or Dr P B Dlamini Tel No :( 039) 6886000
- APPLICATIONS** : Mr. ZM Zulu Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
- NOTE** : Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D, Senior certificate, MBChB degree & qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynae, HPCSA annual card, no copies of certified copies will be accepted and must be not more than 6 months certified. 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). 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 verification.
- CLOSING DATE** : 02 August 2019 at 16h00
- POST 26/123** : **MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/2/2019 (X1 POST)**  
Department: Anaesthetics
- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime.  
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.  
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Current Registration with the Health Professions Council of South Africa. Only candidates who have completed their period of registrar training, passed their final FCA examination and MMed project required for full registration. An interest in Pain Medicine and developing the Pain Services will be an advantage. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Experience **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training 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. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the

areas related to Anaesthesia. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post- graduate teaching programmes.

- ENQUIRIES** : Dr R Hodgson / S Bechan Tel No: (031) 240 1762
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
- CLOSING DATE** : 02 August 2019
- POST 26/124** : **MEDICAL SPECIALIST REF NO: MEDSPECMETENDOCRINE/1/2019 (X1 POST)**  
Department: Metabolic & Endocrine
- SALARY** : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime)  
Grade 2: R1 264 623 per annum all-inclusive salary Package (excluding commuted overtime)  
Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. Current registration with HPCSA as a Medical Specialist -Physician and certified as an Endocrinologist. Experience: Grade 1: No experience required. Registrars who have completed their training 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. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. **Grade 1:** No experience required. Registrars who have completed their training 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. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician.

<b><u>CENTRE DUTIES</u></b>	: Knowledge Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills : Inkosi Albert Luthuli Central Hospital : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertain to the unit. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students and allied Health Personnel in the field of Diabetes and Endocrinology and Internal Medicine and participation in formal teaching and examinations as required by the department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities. Participate in overtime duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Prof. Aysha A Motala Tel No: (031) 2604 537 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<b><u>NOTE</u></b>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<b><u>CLOSING DATE</u></b>	: 02 August 2019
<b><u>POST 26/125</u></b>	: <b><u>MEDICAL OFFICER REF NO: MOANAES/1/2019 (X1 POST)</u></b> Department: Anaesthetics
<b><u>SALARY</u></b>	: Grade 1: R821 205 per annum all-inclusive salary package excluding commuted overtime. Grade 2: R938 964 per annum all-inclusive salary package excluding commuted overtime. Grade 3: R1 089 693 per annum all-inclusive salary package excluding commuted overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	: IALCH : MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. DA (SA) or equivalent. Recommendation: Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. Experience: <b>Grade 1</b> No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical

Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

**DUTIES** : Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH Assist in co-ordination and implementation of training programmes pertaining to the Speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

**ENQUIRIES** : Dr R Hodgson Tel No: (031) 240 1805  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE** : 02 August 2019

**POST 26/126** : **MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 48/19**  
 Component – Pediatric Department

**SALARY** : Grade 1: R821 205 – R884 670 per annum (all-inclusive package)  
 Grade 2: R938 964 – R1 026 693 per annum (all-inclusive package)  
 Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive package)  
 Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with optional Commuted Overtime. Incumbents who opt for overtime will have to sign the commuted overtime contract form.

**CENTRE** : Greys Hospital, PMB Metropolitan Complex  
**REQUIREMENTS** : **Grade 1:** Experience: Not Applicable. 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. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately or sooner to maintain clinical

services. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa.

**REQUIREMENTS** : Minimum Requirements: MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice Recommendations: Prior experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Diploma in Child Health (will be an added advantage) Knowledge, Skills, Training and Competency Required: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge in Paediatric conditions Skills and competence at procedures and care in children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics

**DUTIES** : Key Performance Areas (Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities / projects as defined within the department Assist with the administration and management of the Unit one is allocated to

**ENQUIRIES** : Mrs K Moses Tel No: (033) 897 3264

**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: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 48/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 02 August 2019

**POST 26/127** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 29/2019 (X1 POST)**  
Directorate: Dept of ICU

**SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive package)  
Grade 2: R938 964 – R1 026 693 per annum (All inclusive package)

**CENTRE** : King Edward VIII Hospital (KEH)

**REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2019/2020) Knowledge, Skills, Training And Competencies Required: Ability to recognize critically ill patients, Skills in resuscitation according to guidelines, ability to stabilize critically ill patients and order investigations under supervision, ability to perform procedures under



supervision, ability to interpret clinical signs and present at ward rounds, ability to oversee the maintenance of equipment in the ICU and to assist in procurement, competency in data keeping, an interest in research, capability of sound ethical practice and ability to cope with stress, competency in teamwork and willingness to participate in the development of the critical care service at King Edward Hospital **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 actual experience after registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES** : Management of admissions to ICU, presentation at ward rounds, Follow-up of patients discharged from ICU, participate in the academic program in the ICU, assist with mortality and morbidity meetings, oversee equipment maintenance, assist with the development of protocols and policies, assist with research projects in ICU, supervision of junior registrars, ability to perform after hour duties.

**ENQUIRIES** : Dr S Ramji Tel No: (031) 360 3854

**APPLICATIONS** : 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.

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

**CLOSING DATE** : 02 August 2019

**POST 26/128** : **MEDICAL OFICER (OBSTETRICS & GYNAECOLOGY) GRADE1-3 REF NO: PMMH/MO/O&G/02/2019 (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 362 366 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 (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** : Prince Mshiyeni Memorial Hospital - Obstetrics & Gynaecology  
**REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. 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. 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 Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration. 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** : 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 Obstetrics and Gynaecology. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist 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** : Dr NR Maharaj Tel No: (031) 907 8111 or (083)797 8111
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.
- FOR ATTENTION** : Mrs J Murugan
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 02 August 2019
- POST 26/129** : **OPERATIONAL MANAGER (SPECIALTY): PHC OR EMERGENCIES, MINOR AILMENTS ADULT AND CHILD, MOU & CRISIS CENTRE, CSSD, CTOP REF NO. STC 01/2019 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Grade 12 or Senior Certificate. Diploma/Degree in General Nursing plus Midwifery. Diploma in Nursing Administration One (1) year Post basic qualification in the relevant specialty .i.e. Clinical Nursing Science Health Assessment Diagnosis Treatment and Care (PHC) or Trauma and Emergency Nursing Science accredited by the South African Nursing Council. Proof of registration with the SANC as General Nurse and Midwifery for 2019.Computer literacy. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification. Proof of current and previous experience; certificate of service endorsed by Hr. Recommendation: Valid code 08 or 10driver's license the ideal candidate must possess: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills.
- DUTIES** : Provide comprehensive; quality nursing care to patient/ clients in a specialty unit in a cost effective manner. Assist in planning; organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and

organize own work and that of support of personnel and ensure proper nursing care. Display a concern for patients; promoting and advocating proper treatment care including awareness and willingness to respond to patient's needs; requirements and expectation (Batho Pele). Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient; supervisor and other clinicians; including report writing required. Ensure compliance with all National; Provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitoring appropriate level consumables. Ensure that all equipment in the unit is adequate and is checked; serviced and in working order. Attend different meetings as required. Provide for a safe; therapeutic and hygienic environment. Demonstrate an understanding of Human Resource and Financial Management policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Ability to recognize medical and surgical emergencies and refer appropriately. Analyze the operational imperatives set in the National PHC package service Participate in outreach services/ health promotions disease prevention. Advocate for resource and have input into budget of the CHC. Ensure establishment of highly motivated; well developed and adequate Health Care workforce. Ensure effective efficient and economic use of allocated resources. Ensure the provision of Health Programmes as guided by DHS. Provision of quality comprehensive patient care in line with ideal clinic; NHI and NCS. Support Operation Sukuma Sakhe. Ensure data management implementation and monitoring. Hours of Duty 40 hours per week: Shift work (day or night) guided by service delivery needs. Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES  
APPLICATIONS**

: Mrs C I Ndlovu Tel No: (036) 6379 600  
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION  
NOTE**

: Mr S D Mdletshe  
 : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

: 16 August 2019

**POST 26/130** : **OPERATIONAL MANAGER NURSING (SPECIALITY- ADVANCED MIDWIFERY) REF NO: PMMH/OM/ADM/01/2019 (1 POSTS)**

**SALARY** : R562 800 – R633 432 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 – Maternity  
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 nursing qualification in 'Advanced Midwifery and Neonatal Nursing Science' duration of at least 1 year, accredited with the SANC. A minimum of 9 years appropriate/recognizable 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/recognizable nursing experience in the specialty (Advanced Midwifery) after obtaining the one year post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2019). Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it 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 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. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.

**DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Maternity component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Trauma services. 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.

**ENQUIRIES APPLICATIONS** : Mrs S S Buthelezi Tel No: (031) 907 8323  
To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060.

**FOR ATTENTION NOTE** : Mrs J Murugan  
Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 02 August 2019

**POST 26/131** : **CHIEF RADIOGRAPHER: GRADE 1: REF NO: HRM 27/2019 (X1 POST)**  
Directorate: X-Ray Dept

**SALARY** : Grade 1: R466 119 – R517 326 per annum 13<sup>TH</sup> Cheque, Medical Aid (Optional), Home Owner Allowance on Application Employee Must Meet Prescribed Requirements

**CENTRE REQUIREMENTS** : King Edward VIII Hospital and St. Aidens Complex (KEH)  
3 year National Diploma/Degree with Diagnostic Radiography, Registration with HPCSA as a Diagnostic Radiographer, Proof of current registration with HPCSA as a Diagnostic Radiographer (2019/2020), Minimum of 3 years'

experience after registration with HPCSA as a Diagnostic Radiographer  
 Recommendation: Computer Literacy, B-tech in Radiography will be advantageous, Mammography certificate will be advantageous  
 Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment, sound knowledge of Radiation Control and safety measures, sound knowledge of relevant Health and Safety Acts., ability to communicate effectively and problem solving skills, good interpersonal relations and ability to perform well within a team, ability to perform quality assurance tests, sound knowledge of Public Service Human Resource policies and procedures including EPMDS, ability to supervise junior and student radiographers.

**DUTIES** : To provide high quality Diagnostic Radiographic services, to promote good health practices and ensure optimal care to patients, to execute all clinical procedures competently to prevent complications, to provide a 24 hour radiographic service including weekends and public holidays, to comply with safety and radiation protection standards, promote good health practices to patients in need of radiography, to contribute to the overall work process in the component, to comply with and promote Batho Pele principles in the execution of all duties for effective service delivery, participate in quality assurance and quality improvement projects including implementation of the National Core standards, participate in departmental policies and procedures development, participate in monthly departmental meetings, carry out EPMDS on members of staff allocated under your supervision, be actively involved in In-service training, student training and Peer Review and CPD activities.

**ENQUIRIES** : Mrs P Nzama Tel No: (031) 360 3479  
**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.

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

**CLOSING DATE** : 02 August 2019

**POST 26/132** : **CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) REF NO: CHIEFRADDIAG/2/2019 (X1 POST)**

**SALARY** : R466 119 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance- Employee must meet prescribed requirement

**CENTRE** : IALCH  
**REQUIREMENTS** : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic

Radiographer. Recommendations: Current experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMDS. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills. Good report writing skills.

**DUTIES** : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

**ENQUIRIES** : MS BV Mfeka Tel No: (031) 2401 950  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE** : 02 August 2019

**POST 26/133** : **CLINICAL PROGRAMME COORDINATOR-TB REF NO: HGHD/05/2019**  
 Component: Programmes  
 Re-Advert candidates who previously applied and interviewed need to re-Apply

**SALARY** : R444 276.00 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional)

**CENTRE** : Harry Gwala Helath District Office  
**REQUIREMENTS** : For The Post: Grade 12 (senior certificate) Standard 10. Degree / Diploma in General Nursing and Midwifery. Current registration with the SA Nursing Council or Health Council (2019). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Proof of detailed current and previous work experience endorsed by Human Resource. Valid Driver's license (code EB). Proof of computer literacy. Supervision or management experience in TB unit. Recommendations: Tier.net and Nimart Certificate. Knowledge, Skills, Training And Competencies Required. Sound Project Management skills. Good monitoring and evaluation skills. Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. Understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer

Literacy: Ms. Office Software Applications. Key Performance Area: Identify and assess the need for TB and MDR TB services in the District. Ensure availability and implementation of relevant policies, guidelines and protocols and monitoring and evaluating thereof. Conduct or ensure training of health care workers on TB services. Undertake health facility visits to ensure quality TB services. Ensure constant and adequate supply of TB medication, TB stationery and TB diagnostic material. Ensure that TB surveillance monthly, quarterly reports are compiled. Ensure the implementation/ management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme.

- ENQUIRIES APPLICATIONS** : Mr. BHS Makhaye Tel No: (039) 834 8200  
 : Applications must be directed to: Human Resource Section, Harry Gwala Health District Office, and 111 Main Street next to KFC. All documents to be posted to: Attention: Mrs. ZR Dladla, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 or Dropped off in the applications box, 111 Main Street, Ixopo, 3276.
- NOTE** : Directions to Candidates: The following documents must be submitted. Application for Employment Form (Z83), which is obtained at any Government Department OR from the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Curriculum Vitae, Certified copies of identity document, highest educational qualifications and professional registration certificates- not copies of certified copies. The reference number must be indicated in the column provided on the form (z83) e.g. HGHD/05/2019. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.
- CLOSING DATE** : 02 August 2019
- POST 26/134** : **OPERATIONAL MANAGER NURSING GRADE1–GENERAL STREAM REF NO: NMH/OM/2019 (X1 POST)**  
 Re-Advertisement
- SALARY** : Grade 1: R444 276 – R500 031 per annum  
 Grade 2: R515 040 – R579 696 per annum  
 (13% cheque, housing allowance (employee must meet prescribed Requirements) medical aid (optional) 08% rural allowance.
- CENTRE REQUIREMENTS** : Niemeyer Memorial Hospital  
 : Senior Certificate [Grade 12], Degree/Diploma in General Nursing and Midwife. Proof of current registration with SANC, Minimum of 7 years' experience appropriate/recognizable experience in nursing after registration as Professional nurse with the SANC in General Nurse. Proof of current and previous experience endorsed by Human Resource Office. Knowledge, Skills: Knowledge of SANC rules and Regulations and Competencies: Knowledge of Legislative Framework and Departmental prescripts, Knowledge of Required: National and Provincial Acts Policies. Basic financial management skills. Sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres To Batho Pele Principles.
- DUTIES** : Assist in the formulation and monitoring of the strategic plan for the institution. Manage and implement economical and efficient financial management. Manage and monitor all aspects of operational management. Manage all aspect of human resource management and people development. Assist in the provision of clinical corporate governance as per your areas of expertise/functional areas. Coordinate and monitor the implementation of

nursing care and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

- ENQUIRIES** : Mrs G N Nkosi Tel No: (034) 331 3011
- APPLICATIONS** : Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 331 3011
- FOR ATTENTION** : Mr A N Mange
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. NB: (Employment Equity Target: Indian Male). Note: Please note that due to financial constraints there will be on payment for S&T claims.
- CLOSING DATE** : 08 August 2019
- POST 26/135** : **RADIOGRAPHER (ULTRASOUND) REF NO: NMHDRU\2019 (X1 POST)**  
Re-Advertisement
- SALARY** : Grade 1: R395 703 per annum  
Grade 2: R466 119 per annum  
Grade 3: R549 066 per annum  
Other Benefits: -13<sup>th</sup> Cheques, Medical Aid (Optional), Housing Allowance:  
Employee must meet prescribed requirements
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : National Diploma in ultrasound / Bachelor's Degree in technology: ultrasound. Proof of current registration with health professions council of South Africa as a Radiographer Knowledge, Skills: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, Training and musculoskeletal scanning, techniques, protocols and procedures. Basic knowledge of Competencies: equipment use and troubleshooting Sound reports writing and administrative skills and Required: computer literacy, Knowledge of relevant Health and Safety Acts and Infection Control measures, Good communication, interpersonal relations and problem solving skills. Basic supervisory skills
- DUTIES** : Provide a high quality ultrasound service in keeping with tertiary status of the hospital general. Scans with complicated pathology and detailed Obstetric anomaly scans, Provide correct Interpretation of all ultrasound scans Compile comprehensive reports as required in the working environment, Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient, execute all clinical procedures competently to prevent complications, Participate in quality improvement programs, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.
- ENQUIRIES** : Mr C G De Klerk Tel No: (034) 331 3011



- APPLICATIONS** : Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313 011
- FOR ATTENTION NOTE** : Mr A N Mange  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. NB: (Employment Equity Target: African Male. Note: Please note that due to financial constraints there will be on payment for S&T claims.
- CLOSING DATE** : 12 August 2019
- POST 26/136** : **PROFESSIONAL NURSE- SPECIALTY (PEADIATRICS) REF NO: MBO 07/2019 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Senior certificate/ Matric or equivalent. National Diploma / Degree in General Nursing. Current Registration with SANC as Professional Nurse with Child Nursing science (2019 receipt). Certificate of service endorsed by Human Resource Department. Verification of experience endorsed and signed by your Supervisor. A Post Basic nursing qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science. 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 a 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 organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients 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 effectively and efficiently. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the institution. Assist with performance reviews (EPMDS). Participate in statistic collection and implementation and CHIPP Programme. Promote reduction of under 5 mortality and morbidity. Participate in clinical audits related to Child care.
- ENQUIRIES** : Mrs WN Magagula Tel No: (035) 4766242 ext. 204

**APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**FOR ATTENTION NOTE** : Human Resource Practices  
 : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](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. 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 his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE** : 02 August 2019

**POST 26/137** : **CLINICAL NURSE PRACTITIONER- GRADE 1 (HAST) REF NO: MBO 22/2018) (X1 POST)**  
 (3 Years Contract)  
 Re-Advert: Those who previously applied are also encouraged to apply.

**SALARY CENTRE REQUIREMENTS** : R383 226 per annum  
 : Mbongolwane District Hospital  
 : Grade 12 (senior certificate) standard 10. Degree/ Diploma in General Nursing and Midwifery plus (1) year post basic qualification in PHC. Registration with SANC receipts. A minimum of 4 years appropriate/ recognizable experience after registration as Professional Nurse and Midwife with SANC. Post basic qualification with the duration of at least 1 year qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Proof of previous and current work experience endorsed and signed by Supervisor. Proof of work experience (certificate of service/s) endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's right charter. Good communication and interpersonal skills. Decision making and problem solving. Basic finance and Human resource management.

**DUTIES** : Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as part of a therapeutic team coordinating between the hospital and community and preventing micro legal hazards. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Prescribe and dispense medication to treatment guidelines, protocols and EDL for PHC. Initiate and provide preventive activities in Hast Programme. To uphold the Batho Pele principles and Patient's Right Charter principles.

**ENQUIRIES APPLICATIONS** : Mrs WN Magagula Tel No: (035) 4766242 ext. 204  
 : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3820 or hand Deliver to Mbongolwane District Hospital

**FOR ATTENTION NOTE** : Human Resource Practices  
 : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - [www.kznhealth.gov.za](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. 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** : 02 August 2019
- POST 26/138** : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1: REF NO: SAHL 01/2019 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.
- CENTRE REQUIREMENTS** : Sahlumbe Clinic  
: Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. **Grade 1:** A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. **Grade 2:** A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for scree, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patient's clinical conditions. Initiate community protection, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor's visits. Participate in out-reach services.
- ENQUIRIES APPLICATIONS** : Mrs C.I.Ndlovu Tel No: (036) 6379 600  
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR

**FOR ATTENTION  
NOTE**

Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

: Mr S D Mdletshe  
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

: 16 August 2019

**POST 26/139**

: **CLINICAL NURSE PRACTITIONER (ARV/VCT CLINIC (X1 POST)**  
Renewable Public Service Contract 03 Years

**SALARY**

: Grade 1: R383 226 - R444 276 annum Rural allowance 8%  
Grade 2: R471 333 – R579 696 per annum Rural allowance 8%

**CENTRE**

: Niemeyer Memorial Hospital

**REQUIREMENTS**

: Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general and midwifery plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse. Proof of current and previous work experience endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 5 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training And Competences Required: Nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter Batho pele principles and labour relations act Knowledge nursing act health act occupational health and safety act. Interpersonal skills. Leadership communication both Zulu and English skills. Decision making and problem solving skills.

**DUTIES**

: Provision of health promotion and disease prevention strategies Provision comprehensive care management and treatment for chronic care clients Implement provider initiated counseling and testing client accessing service Integrate PICT with index testing to testing to increase finding Work –up eligible client in preparation for universal testing and treatment. Ability to utilize tie Net ETR system to capture generate report and assist in the development quality improvement plans Identify and enroll clients qualifying for CCMDD. Provision of clinical care management integrating women's health TB/HIV, acute management of clients as per clinical guidelines. Integrate HAST services with PHCWBOT Participate in the planned outreach campaigns Participate in the stakeholder meeting including OSS Implement efficient and cost effective utilization of resource Provision of educational service clinical teaching training

and continuous evaluation Adhere with the DHIMS policies and guideline to achieve quality of Monitor progress and side effects of clients initiated on treatment Conduct adherence counseling to improve viral suppression maintain quality completion of patient information on the clinical stationery Implement patient planned visit and pre-retrieval of file to improve on waiting time and customer satisfaction. Participate in the clinical auditing of patient records. Participate in the generation and presentation of facility weekly nerve Centre reports. Participate in the establishment sustainability of adherence chronic clubs.

- ENQUIRIES** : Mrs KB Moloi Tel No: (034) 331 3011
- APPLICATIONS** : Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313 011
- FOR ATTENTION** : Mr AN Mange
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Note: Please note that due to financial constraints there will be on payment for S&T claims.
- CLOSING DATE** : 12 August 2019
- POST 26/140** : **CLINICAL NURSE PRACTITIONER (X1 POST)**
- SALARY** : Grade 1: R383 226 - R444 276 annum Rural allowance 8%  
Grade 2: R471 333 – R579 696 per annum Rural allowance 8%
- CENTRE** : Groenvlie Clinic
- REQUIREMENTS** : Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general and midwifery plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse. Proof of current and previous work experience endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. **Grade 2:** Experience: Minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 5 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competences Required: Nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter Batho pele principles and labour relations act Knowledge nursing act health act occupational health and safety act. Interpersonal skills. Leadership communication both Zulu and English skills. Decision making and problem solving skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision of junior staff. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment human resources and miscellaneous stores. Deal with grievances, conflicts and labour relations issues in terms of laid down policies and procedures. Provide quality comprehensive Primary health

care by promoting preventative, curative and rehabilitative services to clients in the community. Ordering and control of surgical sundries medicine, stationary, and safe keeping of equipment. Ide accurate statistics for evaluation and future planning. Facilitate implementation of legislated norms and standards and ideal clinic concept in the facility, conduct facility status determination and update ideal website to maintain status achieved. Motivate staff for skill development in order to increase level of expertise Initiate treatment, implementation of programs and evaluation of patient's clinical conditions taints and families to develop level of self-care. Health education of clients and the public and assessing in-service training needs, planning and implementation of training programs. Promote and advocate proper treatment and care for patients are including willingness to respond to patient's needs and expectations according to Batho Pele principles. Implementation and management of priority programs like HCT, PMTCT, TB, STI'S, DIARRHOEA, IMCI and family planning.

- ENQUIRIES** : Mrs KB Moloi Tel No: (034) 331 3011
- APPLICATIONS** : Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313 011
- FOR ATTENTION** : Mr AN Mange
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Employment equity target African male. Note: Please note that due to financial constraints there will be on payment for S&T claims.
- CLOSING DATE** : 12 August 2019
- POST 26/141** : **PROFESSIONAL NURSE (SPECIALTY- CRITICAL CARE) GRADE1/2 REF NO: PMMH/PN/CCU/01/2019 (X1 POST)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital – Maternity
- REQUIREMENTS** : **Grade1:** 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 certificates of registration with the SANC (general nursing and relevant post basic qualification) proof of current registration with the SANC (2019) 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: **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 certificates of registration with the SANC (general nursing and relevant post basic qualification) proof of current registration with the SANC (2019) 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** : Key Performance Areas 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** : Ms A D Mhlongo Tel No: (031) 907 8203  
**APPLICATIONS** : To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060

**FOR ATTENTION** : Mrs J Murugan  
**NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 02 August 2019

**POST 26/142** : **PROFESSIONAL NURSE (SPECIALTY- OPERATING THEATRE)**  
**GRADE1/2 REF NO: PMMH/PN/OT/01/2019 (X1 POST)**

**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** : Prince Mshiyeni Memorial Hospital – Operating Theatre  
**REQUIREMENTS** : **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 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **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 Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) 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. 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** : Key Performance Areas 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** : Ms T N Khumalo Tel No: (031) 907 8263
- APPLICATIONS** : To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Moberi; 4060
- FOR ATTENTION** : Mrs J Murugan
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 02 August 2019
- POST 26/143** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PNOG/02/19**
- 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** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : **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 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional with the SANC in General Nursing. **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 Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) 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 ear 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** : Key Performance Areas 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.
- ENQUIRIES APPLICATIONS** : Ms SS Buthelezi Tel No: (031) 9078323
- FOR ATTENTION NOTE** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060  
Mrs J Murugan  
NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- CLOSING DATE** : 02 August 2019
- POST 26/144** : **CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE (ADVANCED MIDWIFE) GRADE 1, 2 REF NO: NGWE 49/2019**
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 – R579 696 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: Ngwelezana Clinic, Madlanzini Clinic, Isiboniso Clinic, Khandisa Clinic, Phaphamani Clinic, Richards Bay Clinic Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Primary Health Care Nursing or Advance Midwifery, Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Primary Health Care or Maternal Care after obtaining post basic qualification in Primary Health Care Nursing or Advance Midwifery. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor
- ENQUIRIES APPLICATIONS** : Ms 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** : Mr MTR Nzuz

- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 August 2019 (Late applications will not be accepted)
- POST 26/145** : **CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE (ADVANCED MIDWIFE) GRADE1, 2 REF NO: NGWE 50/2019**  
Mobile Clinic
- SALARY** : Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 8% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Primary Health Care Nursing or Advance Midwifery, Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Primary Health Care or Maternal Care after obtaining post basic qualification in Primary Health Care Nursing or Advance Midwifery. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC Recommendation: Driver's License Code 10 with PDP.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Coordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor
- ENQUIRIES APPLICATIONS** : Ms 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** : Mr MTR Nzuza

- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 August 2019 (Late applications will not be accepted)
- POST 26/146** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM: REF NO: UMG01/18/19 (X1 POST)**
- SALARY** : Grade 1: R362 559 - R420 318 per annum Plus 8% rural allowance  
Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance  
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE REQUIREMENTS** : Umgungundlovu District Office: Richmond Clinic  
: **Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
- DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

<b><u>ENQUIRIES</u></b>	:	Mrs N A Mbana Tel No: (033) 395 4340
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The District Director Umgungu ndlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
<b><u>FOR ATTENTION</u></b>	:	Human Resource Practices
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference Will Be Given to African Males.
<b><u>CLOSING DATE</u></b>	:	12 August 2019
<b><u>POST 26/147</u></b>	:	<b><u>PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE</u></b> <b><u>STREAM REF NO: UMG01/19/19 (X1 POST)</u></b> Component: Richmond Clinic
<b><u>SALARY</u></b>	:	Grade 1: R362 559 - R420 318 per annum Plus 8% rural allowance Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	Umgungundlovu Health District
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) <b>Grade1:</b> A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality (Advanced Midwifery). <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 in the specialty after obtaining the one year post basic qualification in the relevant Speciality Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required:-Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.
<b><u>DUTIE</u></b>	:	Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy .Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility

perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES** : Mrs N A Mbana Tel No: (033) 395 4340  
**APPLICATIONS** : All applications should be forwarded to: The District Director Umgungu ndlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

**FOR ATTENTION** : Human Resource Practices  
**NOTE** : Preference will be given to African males  
**CLOSING DATE** : 12 August 2019

**POST 26/148** : **ASSISTANT DIRECTOR HRM – HR PRACTICES REF NO. HRM 29/2019 (X1 POST)**

**SALARY** : R376 596 per annum (Level 09) plus 13<sup>th</sup> Cheque, Medical Aid (optional) Homeowners Allowance (employee must meet the prescribed requirements)  
**CENTRE** : Edendale Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management, PLUS 3 years supervisory experience in Human Resource Department, PLUS Proof of current and previous work experience (Not certificate of service) stamped and endorsed by HR Manager. Proven computer literacy. Functional Knowledge of Persal, Human Resource Prescripts and policies of the department. Motivational/Objectivity. Problem Solving, Advisory, Analytical Interpersonal & Decision Making Skills. Written and verbal communication. Innovative. Concern for excellence, drive and enthusiasm. Good organizational skills, problem solving, leadership and presentation skills. Must be in possession of Persal and computer literacy certificate (proof required) Recommendations Unendorsed valid Code EB driving license (Code 08).

**DUTIES** : Manages the day to day functioning of HR Practices section in the Hospital in order to ensure that the high quality of services is being provided. Ensures that the advertising, recruitment, selection appointment and transfer practices are in accordance with laid down policies and procedures. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Ensure debt free HR Practices by preventing over or underpayments. Ensure timeous termination of services. Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff of latest developments. Participates in the development of HR strategies and policies. Serve as reviser for all Persal users at the Hospital. Ensure clearance of suspense file all the time.

**ENQUIRIES** : Mr P N Shezi Tel No: (033) 3954-365  
**APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

**FOR ATTENTION** : Mr. L. Makhaye  
**NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Indian Female, White Male, White Female and Coloured Male.

**CLOSING DATE** : 02 August 2019

**POST 26/149** : **ASSISTANT DIRECTOR HRM: LABOUR RELATIONS REF NO: HRM 30/2019 (X1 POST)**

**SALARY** : R376 596 per annum (Level 09) plus 13<sup>th</sup> Cheque, Medical Aid (optional) Homeowners Allowance (employee must meet the prescribed requirements)  
**CENTRE** : Edendale Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management, PLUS 3 year's supervisory experience in Human Resource Department, PLUS Proof of current and previous work experience (Not certificate of service) stamped and endorsed by HR Manager. Proven computer literacy. The incumbents of this post will report to Deputy Director – HRM and will be responsible for providing integrated staff relations advisory services to ensure sound labour practices in the Institution. The ideal candidate must: Possess expert knowledge of the legislative and policy imperatives informing the area of operation. Have mediation and negotiation skills. Have the ability to analyse information relating to the area of operation and to utilize the information to identify trends, progress

and potential problems, planning and organizing skills. Possess high level of confidentiality. Have the ability to work independently and under pressure. Have good interpersonal relations. Possess a high level of communication skills (both written and verbal). Ensure effective communication between the Institution and other stakeholders. Be computer literate with proficiency in MS Office Software Applications. Recommendations: Unendorsed valid Code EB driving license (Code 08). Training programmes and/or experience in investigation, presiding and grievance handling will serve as a recommendation.

- DUTIES** : Assist in the formulation, implementation and monitoring of policies, procedures and processes to ensure effective and efficient Labour Relations in the Institution. Promote at macro level, constructive and transparent relations with Organised Labour based on the core values of the Department. Effective management of grievances within the Department. Effective management of discipline and dispute resolution processes. Monitor and evaluate Labour Relations processes. Capacity building of the Institutional officials on labour relations matters. Ensure the effective and efficient utilization of resources allocated to the Sub-Component, including the development of staff. Represent the Employer at the Conciliation and Arbitration sittings. Exercise management and leadership in supervising staff. Compile and submit monthly statistics.
- ENQUIRIES APPLICATIONS** : Mr P N Shezi Tel No: (033) 3954-365
- FOR ATTENTION NOTE** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.  
: Mr. L. Makhaye  
: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Indian Female, White Male, White Female and Coloured Male.
- CLOSING DATE** : 02 August 2019
- POST 26/150** : **ASSISTANT DIRECTOR HRM – HRD & PLANNING REF NO: HRM 31/2019 (X1 POST)**
- SALARY** : R376 596 per annum (Level 9) plus 13<sup>th</sup> Cheque, Medical Aid (optional) Homeowners Allowance (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Edendale Hospital  
: Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management, PLUS 3 year's supervisory experience in Human Resource Department, PLUS Proof of current and previous work experience (Not certificate of service) stamped and endorsed by HR Manager. Proven computer literacy. Broad Knowledge and understanding of Skills Development and Training. In depth knowledge of Employee Performance Management and Development System. Broad Knowledge of HR Planning. Functional Knowledge of Persal, Human Resource Prescripts and policies. Good organizational skills, problem solving and leadership skills. Must be in possession of Persal and computer literacy certificate (proof required) Recommendations: Unendorsed valid Code EB driving license (Code 08).
- DUTIES** : Manage Human Resource Development, Planning and Performance Management Division. Develop, implement and Monitor Workplace Skills Plan for the institution. Co-ordinate, Facilitate and report training activities for the employees. Develop, Implement and monitor Employment Equity Plan. Compile and monitor the utilization of Skills Development Budget allocated for Human Resource Development (When decentralized). Develop and report on Annual Training Report (ATR)
- ENQUIRIES APPLICATIONS** : Mr P N Shezi Tel No: (033) 3954-365
- FOR ATTENTION NOTE** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.  
: Mr. L. Makhaye  
: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Indian Female, White Male, White Female and Coloured Male.
- CLOSING DATE** : 02 August 2019

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

**CLOSING DATE** : 02 August 2019, 14h00. No late applications will be considered.  
**NOTE** : Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention of this department to promote representivity (race, gender and disability) in the public service through the filling of this post. It is also the department's intention to promote equity through the filling of all numeric targets as contained in the employment equity plan (therefore in SMS posts women and people with disabilities will be given first preference). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel 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 SMS competency assessment tools

**MANAGEMENT ECHELON**

**POST 26/151** : **DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JULY/19/03**

**SALARY** : R1 057 326 per annum (Level 13) all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

**CENTRE REQUIREMENTS** : Nkangala District Office  
 : A postgraduate degree / diploma in Public Administration or equivalent qualification. At least five (5) years relevant experience. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 1999, Labour Relations Act, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision-making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. Possession of a valid Code B driver's license.

**DUTIES** : Manage and co-ordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and co-ordinate transformation and transversal projects. Co-ordinate the delivery of laundry support services. Manage the provision of records and logistical services.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
 : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/152** : **DIRECTOR: STRATEGIC PLANNING AND POLICY REF NO: MPDOH/JULY/19/04**

**SALARY** : R1 057 326 per annum. (Level 13) all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

**CENTRE REQUIREMENTS** : Provincial Office, Nelspruit  
: A bachelor's degree in health or related field. A post-graduate degree will be an added advantage. At least three (3) years planning and policy experience. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Clear understanding of legislation pertaining to government strategic planning processes and policy development. Excellent verbal and written communication skills. Ability to work under pressure and willingness to travel extensively. Decision-making, technical proficiency, networking and building bonds, planning and organizing. Familiarity with Public Service, its policy and the way government functions (PFMA, Public Service Act, etc). Possession of a valid Code B driver's license.

**DUTIES** : Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA). Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

#### **OTHER POSTS**

**POST 26/153** : **CLINICAL MANAGER (MEDICAL) GR 1 REF NO: MPDOH/JULY/19/01**

**SALARY** : R1 173 900 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS** : Barberton Hospital  
: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 10 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

**DUTIES** : Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone-Recruitment & Selection

**POST 26/154** : **MEDICAL OFFICER (GRADE 3) (REPLACEMENT) REF NO: MPDOH/JULY/19/02**

**SALARY** : R1 089 693 – R1 362 366 per annum. (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE** : Themba Regional Hospital



- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as a Medical Practitioner.
- DUTIES** : Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
- ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
- FOR ATTENTION** : Ms Glory Mokone
- POST 26/155** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JULY/19/05**
- SALARY** : R1 106 040 – R1 173 900 per annum. (All Inclusive Salary Package) Plus Commuted Overtime (OSD).
- CENTRE REQUIREMENTS** : Witbank Hospital  
: MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2019/2020). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience.
- DUTIES** : Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching). Perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department.
- ENQUIRIES APPLICATIONS** : Ms Precious Magagula Tel No: (013) 653 2000  
: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.
- FOR ATTENTION** : Ms Precious Magagula
- POST 26/156** : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/JULY/19/06**
- SALARY** : R938 964 – R1 026 693 per annum. (OSD requirements depending on the years of experience plus benefits)
- CENTRE REQUIREMENTS** : Barberton Hospital  
: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years' experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.
- DUTIES** : Provide clinical care to patients. Perform after hour duties and participate in outreach programmes. Participate in continuing medical education. Perform

medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management. Supervise Medical Officers/Community Service Medical Officers Allied Health Staff in proper taking, managing and storage of health information, including discharge summaries. Deal with disability grants assessments. Provide input in medico-legal problems.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/157** : **DEPUTY DIRECTOR INSTITUTIONAL IMPROVEMENT**  
**(INFRASTRUCTURE PROGRAMME DELIVERY) REF NO:**  
**MPDOH/JULY/19/07**

**SALARY** : R733 257 per annum (Level 11) plus benefits  
**CENTRE** : Provincial Office, Nelspruit  
**REQUIREMENTS** : Degree in Health Sciences or B Admin with Personnel Management or B Com Personnel Management. Valid driver's license. Computer literacy. 3 – 5 Years' experience post qualification. Experience of the health system, standards, management practices, information systems, organisation development. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations, Act 61 of 2003.

**DUTIES** : Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Document staffing plans. Prepare training plans and programmes. Prepare management plans. Prepare development plans. Assist with the commissioning of health facilities. Make inputs to Post Project and Post Occupancy Evaluation (POE) exercises. Document organisational strategies. Assist to development delegation of authorities. Assist to establish and improve hospital governance. Assist to improve financial management. Assist to improve financial management. Assist to establish hospital information management system and related information technology. Assist to establish patient administration systems. Assist to develop and implement communication strategies. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Facilitate the development and implementation of Mentorship Programmes. Facilitate the development and implementation of Coaching Programmes. Facilitate changes in organisational behaviour. Facilitate the development and implementation of communication plans. Implementation of quality assurance programmes as part of the delivery of infrastructure. Facilitate the development of facility quality improvement plans Facilitate the institutionalisation of the CORE standards. Assist to implement Quality Assurance forums. Assist to implement package of services. Facilitate the introduction of clinical audits, mortality and morbidity reviews, peer reviews. Assist to establish sound supervisory system. Assist to implement adverse incident reporting mechanisms. Facilitate implementation of Client satisfaction mechanisms. Assist to implement evidence based guidelines and protocols. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery. Liaise with relevant organisational components in the Head office to promote seamless infrastructure delivery with required institutional systems. Prepare monthly reports. Prepare monthly reports on infection prevention and control from an infrastructure delivery perspective.

**ENQUIRIES** : Ms Glory Mokone Tel No: (013) 766 3340  
**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.  
**FOR ATTENTION** : Ms Glory Mokone

<b><u>POST 26/158</u></b>	:	<b><u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER REF NO: MPDOH/JULY/19/08</u></b> Directorate: Infrastructure Planning
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) plus benefits
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Degree in any Health Sciences. Valid Drivers' Licence. Computer literate. Health Professional. 3 – 5 Years appropriate experience in health planning from an infrastructure perspective post qualification. Knowledge: National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations.
<b><u>DUTIES</u></b>	:	Preparation of Strategic Project Briefs for Capex and Maintenance projects. Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Assist with preparation and review Business Cases in consultation with Health Facilities (Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. 8. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities to review recommendations and amend business plans. Support built environment staff and end users with the development of skills to prepare business cases). Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and also work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the Province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements. Inputs to Infrastructure Plans, Norms and Standards. Provide health specific inputs to the development of the departmental User Asset Management Plan. Provide health specific inputs to define technical and functional norms and standards. Develop health design guidelines and standards. Make inputs to the preparation of the procurement strategies. Assist to prepare the Infrastructure Programme Management Plan. Validate that built environment staff of the Implementation Agents understand health specific requirements for design and implementation phases. Project and Programme Implementation. Make inputs to the implementation plans from a health perspective for each capex and maintenance project in close consultation with the Chief Executive Officers of the Hospitals, Departmental Heads and Managers of other Health Facilities. Make inputs to the implementation of any decanting, movement of patients, movement of equipment is aligned to the construction plans for commissioning.

Validate that all OHS issues are addressed in terms of the implementation plans. Validate that all issues pertaining to the movement of movable assets are addressed and implemented in line with Departmental policies and standards. Monitor implementation. Identify and manage risks. Provide feedback to relevant built environment personnel on issues during implementation that require attention from a health perspective.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340

**FOR ATTENTION** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**POST 26/159** : **ASSISTANT MANAGER: NURSING SPECIALITY (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JULY/19/09**

**SALARY** : R614 991 -R692 166 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS** : Tintswalo Hospital  
An appropriate Diploma/Bachelor's degree in nursing accredited with SANC. A minimum of ten years appropriate and recognisable experience after registration with the South African Nursing Council, of which six years should be appropriate/recognisable experience in the relevant speciality. At least three years of the period referred to must be appropriate/recognisable experience at management level.

**DUTIES** : Provide strategic leadership to improve operational efficiency within the units. Manage and utilise resources in accordance with relevant directives and legislation (Human, Financial and material resources). Provide professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards realisation of strategic goals and objectives of the institution as well as priorities of the National and Provincial Department of health. Develop and monitor implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisal to personnel in the unit and manage workplace discipline. Supervise the training and development of staff and students. Provide support to the Deputy Manager Nursing services and other colleagues within the nursing section to enhance service delivery.

**ENQUIRIES APPLICATIONS** : Mr Isaac Zitha Tel No: (013) 7555 100

**FOR ATTENTION** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**POST 26/160** : Mr Isaac Zitha

**POST 26/160** : **HEAD OF DEPARTMENT (BASIC PROGRAMMES) REF NO: MPDOH/JULY/19/10**

**SALARY** : R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS** : Mpumalanga College of Nursing  
Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Masters / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver's license.

**DUTIES** : Coordinate the provision of education and training of student nurses in campuses and sub-campuses. Manage clinical learning exposure to students between college and clinical areas for the programme to ensure compliance with completion requirements according to SANC and related education and training prescripts. Develop and ensure implementation of quality assurance programme. Oversee for availability and utilization of teaching and learning resources in accordance with programme modules. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme. Manage the marketing process of the new basic nursing programmes. Supervises and monitor implementation (execution) of the curriculum and research activities. Forms part of the policy forming forum, develops, analyses, interprets and implements policies relevant to basic programmes. Set standard operational plans for the component in collaboration with relevant college stakeholders. Manage resources in the campus; Recommends and participate in and monitor the campus budgetary processes; Liaises with all the relevant stakeholders internal and external on Nursing Education issues. Member of College Senate and Council

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/161** : **HEAD OF DEPARTMENT: CLINICAL PLACEMENT AND PRACTICE COORDINATOR (PN-D3) REF NO: MPDOH/JULY/19/11**

**SALARY** : R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits),

**CENTRE REQUIREMENTS** : Mpumalanga College of Nursing Kabokweni  
: Qualifications: Basic R425 qualification (i.e. Masters/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. In line with the new nursing qualification stipulations, a Master degree qualification will be an added advantage. 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 in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

**DUTIES** : Plans and co-ordinate clinical placement and practice for the basic programmes & ; Administer clinical placement and practice for nursing students in line with the new nursing qualifications; Liaise between the college and clinical placement facilities; Conduct research in own field; Collaborates with clinical facilities and students to meet educational needs; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Develops strategic clinical placement and practice for campuses and sub-campuses; Organises, develop and implement clinical assessment sessions for students in collaboration with campuses and sub-campuses. Lead development and review of clinical assessment tools. Be willing to travel in and out of the province. Conduct stakeholder meetings relevant to component. Member of College Senate and Council

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/162** : **HEAD OF DEPARTMENT (NURSING DIPLOMA) REF NO: MPDOH/JULY/19/12**

**SALARY** : R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	: Mpumalanga College of Nursing : Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Masters / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	: Coordinate the provision of education and training of student nurses. Manage theoretical learning exposure to students for the nursing programme to ensure compliance with completion requirements according to SANC and related education and training prescripts. Develop and ensure implementation of quality assurance programme. Oversee for availability and utilization of teaching and learning resources in accordance with programme modules. Develop, Review and evaluate curriculum. Supervise and monitor the implementation of the programme. Lead development of theoretical evaluation tools with team and ensure safe keeping of such tools. Moderate all evaluation tools for the component before external moderation. Plan examination schedules and ensure smooth running of the whole examinations processes for the programmes. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme; Conduct class seat in during facilitation of learning. Plan and manage class timetables to ensure distribution to cover all learning areas. Manage the marketing process of the new basic nursing programmes. Supervises the administration of academic programmes and research activities. Forms part of the policy forming forum, develops, analyses, interprets and implements policies relevant to basic programmes. Set standard operational plans for the component in collaboration with relevant college stakeholders. Member of College Senate and Council.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms Glory Mokone Tel No: (013) 766 3340 : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
<b><u>FOR ATTENTION</u></b>	: Ms Glory Mokone
<b><u>POST 26/163</u></b>	: <b><u>ASSISTANT MANAGER: NURSING REPLACEMENT (MEDICAL) REF NO: MPDOH/JULY/19/13</u></b>
<b><u>SALARY</u></b>	: R562 800 - R652 437 per annum. (OSD requirements depending on the years of experience plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	: Themba Regional Hospital : Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with SANC as a Professional General Nurse. Senior Certificate. Minimum 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 3years of the above must be appropriate and recognizable experience at management level.
<b><u>DUTIES</u></b>	: Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/ service users in the area of function in line with Department mandates. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and timeous redress of gaps and clinical SOP's. Participate in the analysis, formulation and implementation of nursing guidelines periodically, Human Resource Management using the Lean

management methods. Monitor and ensure utilization of financial resources. Ensure compliance with Norms and Standards- efficient management of equipment. Compliance with Performance Management and Development System. Implement relevant recommendations and priorities of the National Strategic plan for Nurse Education, Training and Practice. A department recovery implementation plan. Ensure effective communication in designated units.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/164** : **OPERATIONAL MANAGER SPECIALTY (NIGHT SUPERVISOR) REF NO: MPDOH/JULY/19/14**  
 Re-Advertisement

**SALARY** : R562 800 per annum. (PNB-3) (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Registration with SANC as a Professional Nurse. Recent SANC receipt (2012). Diploma / Degree in Nursing Administration and Grade 12 Certificate. Post basic qualification in nursing with a duration of at least (1) one year accredited with SANC in one of the specialities. A minimum of (9) nine years of appropriate/recognisable experience in nursing after registration as a professional nurse of which (3) three years must be at management level. Submission of certified copies of certificates of serve will be highly recommended.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000  
**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.

**FOR ATTENTION** : Ms Precious Magagula

**POST 26/165** : **OPERATIONAL MANAGER - THEATRE GR-1 (PN-B1) SPECIALTY UNIT REF NO: MPDOH/JULY/19/15**

**SALARY** : R562 800 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Barberton Hospital  
**REQUIREMENTS** : Senior Certificate, Diploma/Degree in nursing or equivalent qualification that allows registration with the SA Nursing Council as an Operating Theatre Professional Nurse. A minimum of at least 9 years appropriate experience in general nursing after registration as a Professional Nurse with SANC. At least 5 years of the above named period must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty in terms of R425.

**DUTIES** : Manage the nursing activities of Operating Theatre and CSSD. Implement National and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor Proper utilization of human financial and material resource. Manage the budget According to the PFMA. Participate in the analysis and Implementation of nursing Guidelines and practices, standards and procedures. Manage the performance Appraisal of personnel. Supervise the training and development of learners and Personnel. Manage CSSD section.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/166** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JULY/19/29**

**SALARY** : R470 040 per annum (Level 10) (plus benefits)  
**CENTRE** : Barberton Hospital  
**REQUIREMENTS** : Grade 12 Certificate plus 10 years relevant experience or Degree / Diploma in Public Administration / Management or equivalent qualification with 5 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.

**DUTIES** : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/167** : **OPERATIONAL MANAGER (PN-A5) GR 1 (MALE & FEMALE GENERAL) REF NO: MPDOH/JULY/19/16**

**SALARY** : R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)  
**CENTRE** : Barberton TB Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as Professional Nurse. Current proof of registration with the South African Nursing Council. A minimum of 7 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. A sound knowledge of TB, HIV and AIDS. Report writing skills. Presentation skills. Registered with the SANC as General Nurse. Communication skills and interpersonal relations. A valid Driver's license.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Promote quality of nursing care as directed by the scope of practice and standards as determined by relevant health facility. Manage all leaves, overtime and manage PMDS of all employees in the two wards. Manage and implement prescripts and policies that are relevant. Ordering of medication, stationary, cleaning material and other instruments. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources and implementation of the national core standards. Compile, submit and present reports for the two wards during meetings.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/168** : **OPERATIONAL MANAGER (PN-A5) GR 1 (SUSCEPTIBLE WARD & GATE / ARV UNIT) REF NO: MPDOH/JULY/19/17**

**SALARY** : R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)  
**CENTRE** : Barberton TB Hospital



- 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. Current registration with SANC. Thorough knowledge of TB, MDR and HIV / Aids management. National and provincial guidelines regarding TB, MDR and HIV / Aids conditions and other relevant frameworks such as Nursing Act, Health Act, Patient's Rights Charter and Batho Pele principles, etc. Minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse of which 3 years should have been in TB, MDR and HIV / Aids management with certificates as proof. A valid Driver's license.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and to facilitate implementation of a nursing care plan and the evaluation thereof. Manage all leaves, overtime and manage PMDS of all employees in the two units. Provide relevant health information to TB, MDR and HIV / Aids patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources and implementation of the national core standards. Compile, submit and present reports for the two units during meetings.
- ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100
- APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
- FOR ATTENTION** : Mr Isaac Zitha
- POST 26/169** : **INFECTION PREVENTION AND CONTROL COORDINATOR PNA -5 REF NO: MPDOH/JULY/19/18**
- SALARY** : R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)
- CENTRE** : Barberton Hospital
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in nursing) equivalent qualification that allows registration with SANC as a Professional Nurse. Experience in Infection Prevention and Control section will be a recommendation. A Diploma in Infection Prevention and Control will be a strong recommendation. A minimum of 7 years appropriate/ recognisable experience in nursing after registration with SANC as a Professional Nurse.
- DUTIES** : Management, Prevention and control of Infections in the hospital and provide relevant statistics. Develop, Implementation and monitoring of adherence to infection prevention and control policies and procedures daily Training on Infection Control and Disease Surveillance to staff. IPC management of special projects e.g. taking a lead in outbreak management of diseases. Reporting to relevant stakeholders on the Infection Prevention and Control Practices. Give advice on the prescripts of Infection Prevention and Control practices and help with relevant specifications.
- ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100
- APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
- FOR ATTENTION** : Mr Isaac Zitha
- POST 26/170** : **LECTURER PND I – 2 (NURSING) REF NO: MPDOH/JULY/19/19**
- SALARY** : R383 226 – R614 991 per annum. (OSD requirements depending on the years of experience plus benefits)
- CENTRE** : Barberton Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 ( i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.
- DUTIES** : Provide education and training to the learners. Coordinate clinical learning exposure to learners between college and clinical areas. Implement

assessment strategies to determined learner's competencies. To support the mission and promote the image of the college.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/171** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (NEONATAL ICU) (REPLACEMENT) REF NO: MPDOH/JULY/19/20**

**SALARY** : R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Grade 12 plus basic R425 qualification (i.e Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Neonatal ICU. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate effective communication with patients, supervisors 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 persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that 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 needs, requirements and expectations (Batho Pele)

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000  
**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.  
**FOR ATTENTION** : Ms Precious Magagula

**POST 26/172** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (NEONATAL ICU) (CRITICAL LIST) REF NO: MPDOH/JULY/19/21 (X4 POSTS)**

**SALARY** : R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Grade 12 plus basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Neonatal ICU. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate effective communication with patients, supervisors 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 persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that 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 needs, requirements and expectations (Batho Pele)

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000  
**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.  
**FOR ATTENTION** : Ms Precious Magagula

<b><u>POST 26/173</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 PNB1 REF NO: MPDOH/JULY/19/24</u></b>
<b><u>SALARY</u></b>	:	R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Themba Regional Hospital Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.
<b><u>DUTIES</u></b>	:	Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Isaac Zitha Tel No: (013) 7555 100
<b><u>FOR ATTENTION</u></b>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200 Mr Isaac Zitha
<b><u>POST 26/174</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – [REPLACEMENT] ADVANCED MIDWIFERY REF NO: MPDOH/JULY/19/25 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R383 226 – R 444 276 per annum. (OSD requirements depending on the years of experience plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Themba Regional Hospital Matric/ Senior Certificate or Equivalent qualifications. Degree / Diploma in General nursing or equivalent that allow as registration with SANC as professional nurse plus one year post basic qualification in Advanced Midwifery. Current proof of registration (receipt) with SANC as general professional nurse and post basic. Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as nursing act, public service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure. Good skills in communication, report writing, facilitation, co-ordination, problem-solving, planning and organizing, team building, decision making and computer literacy. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights.
<b><u>DUTIES</u></b>	:	Diagnose and manage obstetric and neonatal emergencies. i.e. Eclampsia APH, etc. identify high risk clients during ante-partum, intra-partum and post-partum periods manage them according to National Guidelines and hospital policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Conduct Perinatal Mortality reviews or meetings. Know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics. Develop and implement in service education and quality improvement programs for the obstetrics departments. Act as an advocate for clients. Form part of the multi-disciplinary team. Take part in all obstetrics programs i.e. PPIP, PMTCT, BBI, BFI and RHC- reproductive health. Identify training needs for the personnel. Practice participative management by assisting with relief duties of the supervisor. Liaise with all departments within the institution. Maintain and monitor stock and supplies. Attend meetings held in the institution/outside. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Isaac Zitha Tel No: (013) 7555 100
<b><u>FOR ATTENTION</u></b>	:	The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200 Mr Isaac Zitha

**POST 26/175** : **PROFESSIONAL NURSE GRADE 1 SPECIALTY (PNB1) REPLACEMENT (CRITICAL CARE) REF NO: MPDOH/JULY/19/26 (X2 POSTS)**

**SALARY** : R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS** : Themba Regional Hospital

**DUTIES** : Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Critical care specialty. A minimum of 4-years appropriate / recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current proof of registration with SANC. Computer literacy and driver's license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act. Occupational Health and Safety Act, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Skills Required: Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights Provision of optimal, holistic specialized nursing care according to the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100

**APPLICATIONS FOR ATTENTION** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
Mr Isaac Zitha

**POST 26/176** : **PROFESSIONAL NURSE SPECIALITY GRADE 1 (CRITICAL CARE/ NEONATOLOGY) (REPLACEMENT) REF NO: MPDOH/JULY/19/27**

**SALARY** : R383 226 – R444 276 per annum. (Depending on the years of experience plus benefits)

**CENTRE REQUIREMENTS** : Witbank Hospital

**DUTIES** : Grade 12 plus basic R425 qualification (i.e. Decree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R121 in intensive Care Unit and Neonatology. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.

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 relevant health facility. Promote quality of nursing as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors 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 persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that 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 needs, requirements and expectations (Batho Pele)

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION** : Ms Precious Magagula

**POST 26/177** : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE PROGRAMME DELIVERY MANAGEMENT) REF NO: MPDOH/JULY/19/28**

**SALARY** : R376 596 per annum (Level 09) plus benefits  
**CENTRE** : Provincial Officer, Nelspruit  
**REQUIREMENTS** : Relevant National Diploma in Real Estate or Property Management. Valid driver's licence. Computer literacy. 3 Years' experience post qualification. Knowledge of PFMA / Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

**DUTIES** : Collect updated information for immovable assets. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Consult with Health Facilities to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Implement actions to keep sites clean, where required. Implement actions to prevent any illegal occupation of sites, where required. Collect information on the conditions and maintenance of vacant sites allocated to Health. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Health Facilities on proposed buildings for leases. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Health Facilities. Assist to train Health Facilities on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Health Facilities implement interventions to improve the utilisation of utilities by Facilities.

**ENQUIRIES** : Ms Glory Mokone Tel No: (013) 766 3340  
**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/178** : **DENTAL THERAPIST GRADE 1 REF NO: MPDOH/JULY/19/30**

**SALARY** : R317 976 – R361 872 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Barberton Hospital  
**REQUIREMENTS** : Degree or diploma in Dental Therapy with a recognised university. Current Registration with the HPCSA. Expert knowledge of oral health care and ethics. A valid driver's license.

**DUTIES** : Removing plaque and other tooth coatings. Applying antibacterial and de-sensitizing agents. Polishing teeth and tooth whitening. Applying sealants and fluorides to teeth to help prevent decay. Taking x-rays. Replacing temporary fillings and crowns. Carrying out simple fillings. Extracting deciduous (milk) teeth. Giving certain types of local anaesthetic

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/179** : **SPEECH THERAPIST / AUDIOLOGIST GRADE 1 REF NO: MPDOH/JULY/19/31**  
(Re-Advertisement)

**SALARY** : R317 976 – R361 872 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Witbank Hospital

**REQUIREMENTS** : Grade 12 certificate and appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). Grade 1 No experience required after registration with the HPCSA in the relevant profession. (Where applicable) in respect of RSA qualified employees who performed service in relevant profession as required in South African.

**DUTIES** : Render effective patient centred speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise acre with all consumables and equipment.

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000  
**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION** : Ms Precious Magagula

**POST 26/180** : **SENIOR TRAINING OFFICER: HRD REF NO: MPDOH/JULY/19/32**  
(Re-Advertisement)

**SALARY** : R316 791 per annum (Level 08) plus benefits  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Matric/Grade 12, National Diploma/Degree in HRD plus 6 years' relevant experience in HRD/Training. Valid driver's License Ability to meet deadlines. Knowledge: Public Financial Management Act 29 (PFMA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA).Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Policy analysis and Development. Report writing. Computer Literacy.

**DUTIES** : Facilitate trainings in the institution, e.g. ABET, Learnership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with Employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS). Coordinate compulsory induction and orientation programs.

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000  
**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION** : Ms Precious Magagula

**POST 26/181** : **SENIOR INFORMATION OFFICER REF NO: MPDOH/JULY/19/36**

**SALARY** : R316 791 per annum (Level 08) plus benefits  
**CENTRE** : KwaMhlanga Hospital  
**REQUIREMENTS** : Relevant three year National Diploma or Degree. At least 3 years' experience in health information. Extensive knowledge of the EDR Web / MDR TB Information System and the DHIS (District Health Information System).Good presentation skills and ability to communicate at all levels. Advanced knowledge of MS Word, Excel, and power Point. Good analytical skills. Report writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.

**DUTIES** : Supervision and analysis of data capturing on EDR Web / MDR TB Information System. Coordinate the implementation of the health information systems in the facility. Support health workers in the implementation of the information systems and in data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province.

Facilitate other information not collected by the DHIS. Support sub-district / facility managers, programme managers and management. Develop capacity in information management. Generate reports as required. Participate actively in health information issues and research

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

**FOR ATTENTION** : The District Manager, Nkangala District Office, Private Bag X 7296; Emalahleni, 1053 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**POST 26/182** : **DATA TECHNOLOGIST REF NO: MPDOH/JULY/19/37**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum Plus benefits  
 : Mpumalanga College of Nursing  
 : An appropriate undergraduate qualification (NQF level 6 or 7) in Information Communication Technology and 2 year relevant experience. Competencies: Computer software installation, Computer hardware, RICPCI Act, ISS policies. Promotion of access to information Act. Skills: Knowledge Management, Service Delivery Innovations, Problem Solving and Analysis, Client Orientation and Customer Care, Communication, Conflict Management and Resolution.

**DUTIES** : Provide IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the Nursing College. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control. Support Themba hospital in the provision of IT services based on needs between the two institutions (Themba hospital and the nursing college)

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340

**FOR ATTENTION** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**POST 26/183** : **SENIOR LIBRARIAN REF NO: MPDOH/JULY/19/38**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (plus benefits)  
 : Mpumalanga College of Nursing  
 : A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

**DUTIES** : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340

**FOR ATTENTION** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/184** : **ENGINEERING TECHNICIAN: ELECTRICAL OR MECHANICAL REF NO: MPDOH/JULY/19/39**

**SALARY** : R311 859 – R327 888 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Provincial Office, Nelspruit

**REQUIREMENTS** : National Diploma in Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. (Electrical). Valid Drivers' License. Computer literate. 3 Years' experience post qualification. Knowledge of Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.

**DUTIES** : Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Engineering services and management methods. Assist to manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Use of Utilities: Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Investigate cases of excessive usage. Make recommendations on interventions to address excessive usage. Effective Engineering Services for Projects and Programmes: Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Assist to provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Assist to manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans.

**ENQUIRIES** : Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/185** : **STATE ACCOUNTANT: REVENUE REF NO: MPDOH/JULY/19/33**

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

**CENTRE** : Bethal Hospital

**REQUIREMENTS** : Senior Certificate or equivalent qualifications plus three (3) years relevant experience or Degree/ Diploma in finance. Working knowledge of BAS, PEIS and MS Office. Sound Knowledge of relevant legislation including PFMA and DORA. Have analytical and decision making skills. Sound interpersonal and management skills

**DUTIES** : To monitor and ensure that all incomplete transactions are attended to: from the billing system. Compile all revenue reports and submit them to Provincial Office revenue section, compile all irrecoverable debts (write off) reports and submit to finance manager. Do all revenue reports and adhere to the deadlines. Ensure that the hospital meet or exceed its monthly projection to avoid under collection of revenue. Check the remittance/reconcile and close the invoices.

**ENQUIRIES** : Mr Mndeni Dhladhla Tel No: (017) 811 1642

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

**FOR ATTENTION** : Mr M A Dhladhla

**POST 26/186** : **PROJECT FACILITATOR: INFRASTRUCTURE REF NO: MPDOH/JULY/19/34**

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



**CENTRE REQUIREMENTS** : Bethal Hospital  
Grade 12 and a Diploma in Building or Electrical Engineering. N3 in Building or Electrical engineering with a passed trade test. Valid Driver's License, Computer Literacy. 3 to 5 years' experience in Infrastructure.

**DUTIES** : To Manage and implement infrastructural development and maintenance Management policies and processes. Process on utilization. Coordinate and monitor the development and implementation of infrastructural plans and budget process. Facilitate and administer payment processes. Render ad coordinate maintenance management services. Manage and monitor contract and Service Level Agreement (SLA)

**ENQUIRIES APPLICATIONS** : Mr Mndeni Dhladhla Tel No: (017) 811 1642  
The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350

**FOR ATTENTION** : Mr M A Dhladhla

**POST 26/187** : **CASE MANAGER REF NO: MPDOH/JULY/19/35**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits  
Bethal Hospital  
Grade 12 or Equivalent qualification. Computer Literacy. Must be qualified registered as a Staff Nurse with SANC. 3 to 5 years' experience in the relevant area of qualification (Staff Nurse). Ability to cope under pressure. Good communication skills, Good Organizational & Planning skills

**DUTIES** : To provide concurrent updates of changes in treatment, anticipated or planned. Inform external funder within turnaround time of changes in LOS, LOC and procedural and diagnosis codes. Provide external Funders with requested documents. Advise and assist Clients /Patient to register for PMB benefits. Advise external funders appropriately regarding UPFS codes and tariffs to minimize rejections. Complete Ward rounds as needed. Consult with Multidisciplinary team regarding patient treatment and progress, advice regarding available benefits and resources and refer appropriately e.g. step-down facilities. Provide support on ICD 10 coding.

**ENQUIRIES APPLICATIONS** : Mr Mndeni Dhladhla Tel No: (017) 811 1642  
The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350

**FOR ATTENTION** : Mr M A Dhladhla

**POST 26/188** : **FOOD SERVICE MANAGER REF NO: MPDOH/JULY/19/40**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum. (Level 07) plus benefits  
Mpumalanga College Of Nursing: KaBokweni  
An appropriate Degree/ Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Minimum of three years relevant experience in Food Service Management. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as in a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, presentation, analytical skills and conflict management.

**DUTIES** : Manage food services according to Food based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking monthly. Do plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines. To plan menus with standardized recipes, do master orders, costing of all menus and functions, control, ordering storage, issuing of perishables and non-perishables supplies, do quality control checks. Key control policy should be implemented and be monitored. Ensure that equipment is functioning well and that compliance to Occupational Health and Safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Compile performance management (PMDS) and conduct performance reviews of staff on a quarterly basis. Be involve in developing and implementing of SOP's in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times. Plan and implement procedures to stay in line with budget.

**ENQUIRIES** : Ms. Glory Mokone, Tel No: (013) 766 3340  
**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200  
**FOR ATTENTION** : Ms. Glory Mokone

**POST 26/189** : **STUDENT COUNSELOR REF NO: MPDOH/JULY/19/41**

**SALARY** : R257 508 per annum. (Level 07) plus benefits  
**CENTRE** : Mpumalanga College of Nursing: KaBokweni  
**REQUIREMENTS** : Bachelor's Degree in Psychology or an equivalent qualification in Counselling; 1 -3 years working in a similar role will be an added advantage. Excellent communication, written & interpersonal skills in order to deal with people in distress; ability to collaborate with colleagues from other discipline; ability to discern body language of students a strong understanding of nursing education dynamics and the role of student counsellor and an awareness of current issues in the Nursing profession; the capacity to be critical and analytical and ability to work in a self-motivated, independent way; ability to apply your Knowledge of academic psychosocial counselling and research to academic problems; Knowledge of nursing college and academic programs, admission and financial; policies and procedures knowledge of ethical, academic honesty human rights confidentiality and legal issues.

**DUTIES** : Listening to student concerns advocate on behalf of students and staff; avail self to all students and staff seeking guidance and counselling; Mediate and resolve conflicts; Assist with career and academic development; Develop and organise counselling programs; Develop solutions and goals; Connect students with college and with other relevant resources; Refer students to social welfare, psychiatric; Mental counsellor according to needs; Attend staff meetings; Implement /Conduct individual and group counselling, test reviews, students success workshops, academic success program and crisis interventions; Conduct clinical and academic research; Present scholarly work at nursing conferences; Facilitate outreach efforts to provide services to students and staff; and submit required reports promptly and accurately.

**ENQUIRIES** : Ms Glory Mokone Tel No: (013) 766 3340  
**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/190** : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/JULY/19/42**

**SALARY** : R257 502 per annum. (Level 07) plus benefits  
**CENTRE** : Mpumalanga College of Nursing  
**REQUIREMENTS** : National Diploma/Advance Certificate in SCM / Logistics Management/ Advance Procurement Management (NQF 6) with at least at least two to three (2-3) years' experience in the Supply Chain Database Administration environment. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer Literacy, especially in Microsoft Excel. Knowledge of BAS and Logis Systems. A valid driver's license.

**DUTIES** : Manage procurement services (demand and acquisition). Compile monthly and quarterly procurements reports. Render guidance in writing of specifications. Monitor, control and evaluate performance of subordinates. Coordinate the sourcing and purchasing of goods and services. Control and regularly update the Suppliers Database. Implementation of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on

government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
 : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/191** : **LIBRARIAN REF NO: MPDOH/JULY/19/43**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits  
 : Mpumalanga College Of Nursing  
 : A Bachelor's degree or diploma in Library and Information Science with minimum 2 years relevant experience. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Ability to work without supervision. Hard working and reliable. A valid driver's license is essential.

**DUTIES** : Maintain adequate library literature (buying of publications, annotations, etc):  
 : Maintain accession and loan registers: Cataloguing and classification of new books and publications: Compilation of bibliographies, answering reference questions (personal, telephonic and e-mail) and supplying bibliographic verification: Provide assistance to professional staff (researches) on publications and other literature including Internet and Sabinet searches: Manage services in library including photocopying services: Update loose-leaf publications: Assist with interlibrary loans: Library Committee member and responsible for library committee meetings and give effect to recommendations of the library committee: Provide statistics.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
 : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/192** : **ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: MPDOH/JULY/19/44**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits  
 : Mpumalanga College of Nursing  
 : An appropriate recognised Degree/ Diploma in Transport/ Logistics or equivalent qualification with more than 3 years relevant experience or Grade 12 with more than 4 years relevant experience in transport and logistics management. Good supervisory skills, good interpersonal skills, organising skills and time management skills both verbal and writing. Ability to lead, work in a team, to work under pressure and meet deadline. Computer literate with extensive knowledge of Microsoft-Excel, Microsoft Word and PowerPoint, good communication, presentation, interpersonal and co-ordination skills. A valid driver's license and PDP.

**DUTIES** : The successful candidate will be responsible for providing effective and efficient transport and logistics services within the hospital. Supervise the daily activities of the Transport department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicle and compiling of reports. Monthly compilation of driver's rooster. Monthly reporting on usage of vehicle: GG cars register. Monthly reporting on kilometres travelled and compliance to National Core Standards. Monthly reconciliation of kilometres travelled and petrol consumption. Reporting of accidents to management and 79 GG garage. Ensure maximum utilization of vehicles and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the Transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for Transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.

**ENQUIRIES** : Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS** : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/193** : **PRINCIPAL PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: MPDOH/JULY/19/45 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum [Level 07] plus benefits  
 : Provincial Office, Nelspruit  
 : Senior certificate or Equivalent qualification with at least 5 years' experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certificated in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self- motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision makes skills. Computer literacy in particular MS Excel & Word. A valid Code B driver's license will serve as an added advantage.

**DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

**ENQUIRIES APPLICATIONS** : Ms Glory Mokone Tel No: (013) 766 3340  
 : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION** : Ms Glory Mokone

**POST 26/194** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JULY/19/46**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum. (Level 07) plus benefits  
 : Bethal Hospital  
 : Senior Certificate plus Six (6) years relevant experience in HR. Equivalent qualification or Degree / Diploma in Administration or Human Resources. Experience should include working with appointments, service conditions, Pension Matters and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, have certificates in Persal, knowledge of the procedure on incapacity leave and ill/health retirement(PILLAR) the ability to handle the task of multi-disciplinary nature. Self-motivated and the ability to work under pressure, some communication and interpersonal skills, analytical skills problem solving and make decisions, computer literacy in particular MS excel and word. Driver's license will be an added advantage.

**DUTIES** : Perform duties relating to human resource, recruitment and selection and service condition, process pension documents, handle PILLAR cases for the Hospital and Clinics, craft quality submissions relate to the said dories. Supervise and train junior colleagues, maintain monthly HR reports and provide inputs for relevant plans and report timeously, manage the DUTIES efficiently and effectively, building team spirit and ethical HR practice in terms of the Public Service Act and regulations. Provide support the Chief Personnel Officer or HR Manager.

**ENQUIRIES APPLICATIONS** : Mr Mndeni Dhladhla Tel No: (017) 811 1642  
 : The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350

**FOR ATTENTION** : Mr M A Dhladhla

**POST 26/195** : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JULY/19/47**

**SALARY** : R257 508 per annum (Level 07) plus Benefits: Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRE** : Tintswalo Hospital  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. 3-5 years' experience in the field. Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics (SCM Systems). Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organisation, Good verbal and written communication skills. Basic knowledge of work procedures in terms of the working environment will be an added advantage.

**DUTIES** : Supervise and render asset management services, oversee the compilation and maintenance of records, verify the issuing of equipment and accessories to components and individuals in need, Identify redundant, non-serviceable and obsolete equipment for disposal. Supervise and render demand and acquisition services, Update and maintain supplier (including contractors) database, ensure that suppliers are captured and registered on the system, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services, check, place and verify orders for goods, receive and verify goods from suppliers, capture and ensure that goods are captured in registers and databases, receive request for goods from end users, issue goods to end users, check and maintenance of the register of suppliers. Supervise human resources/staff, allocate and ensure quality of work, personnel development, assets staff performance and apply discipline.

**ENQUIRIES** : Mr. Isaac Zitha, Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr. Isaac Zitha

**POST 26/196** : **PROFESSIONAL NURSE GRADE 1 PNA 2 - REPLACEMENT REF NO: MPDOH/JULY/19/48 (X2 POSTS)**

**SALARY** : R256 905 – R 297 825 per annum (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Themba Regional Hospital  
**REQUIREMENTS** : Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

**DUTIES** : Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100  
**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
**FOR ATTENTION** : Mr Isaac Zitha

**POST 26/197** : **DENTAL ASSISTANT GRADE 1 REPLACEMENT REF NO: MPDOH/JULY/19/49 (X3 POSTS)**

**SALARY** : R168 429 – R192 576 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions egistration with HPCSA, proof of current registration

with the HPCSA, copy of an ID document. A driver's license will be an added advantage.

**DUTIES**

: The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts. The person should have good communication skills, good interpersonal relations.

**ENQUIRIES**

: Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS**

: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION**

: Ms Precious Magagula

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

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

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

**ERRATUM:** Kindly note that the post of Industrial Technician Production (Electrical/Mechanical) for Bellville Mobile Workshop advertised in Public Service Vacancy Circular 25 dated 12 July 2019, the minimum educational requirements of the post has been amended as follows: National Diploma (T- or N- or S- Stream) in Mechanical, Electrical or Mechatronics Engineering or equivalent/ or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990.

**OTHER POSTS**

**POST 26/198** : **HEALTH DATA SCIENTIST**  
Directorate: Information Management (Health Impact Assessment)

**SALARY CENTRE** : R470 040 per annum  
Head Office, Cape Town (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)

**REQUIREMENTS** : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

**DUTIES** : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

**ENQUIRIES** : Mr A Boule Tel No: (021) 483-9341

**APPLICATIONS** : [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. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint suitably qualified and motivated data scientists to further develop and maintain this key facility. The data scientist focused on reporting will be responsible for both developing and maintaining routine reporting from the consolidated environment, as well as responding to internal data requests. Only applicants within the Provincial Government: Western Cape will be considered for this post.

**CLOSING DATE** : 02 August 2019

**POST 26/199** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) CLINICAL FACILITATOR**

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
Grade 2: R471 333 (PN-B2) per annum

**CENTRE REQUIREMENTS** : Groote Schuur Hospital  
 : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an 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 Medical and Surgical Nursing Science: Oncology. 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 professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the relevant field of specialty units/wards with regards to quality practices. Extensive knowledge of nursing practices or regimes within the relevant disciplines. Knowledge of basic and post-basic training programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Ability to work effectively in a multi-disciplinary team. Computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Understanding of the control of financial resources.

**DUTIES** : Coordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical and educational support for the provision of quality patient care through proper management of nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programmes. Effective management and utilisation of all human, financial and material resources. Promote and participate in research.

**ENQUIRIES APPLICATIONS NOTE** : Mr A Mohamed Tel No: (021) 404-2092  
 : [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
 : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. 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** : 02 August 2019

**POST 26/200** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**  
 Garden Route District

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
 Grade 2: R471 333 (PN-B2) per annum

**CENTRE REQUIREMENTS** : Mossel Bay Hospital  
 : Minimum education 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 Medical and Surgical Nursing Science: Critical Care Nursing: General: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable 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 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): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Computer literacy (MS Word, Excel and Outlook). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Key result areas/outputs): Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. The overall quality of the nursing care is implemented cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.
<b><u>ENQUIRIES</u></b>	:	Ms J A Mahlangu Tel No: (044) 604-6104
<b><u>APPLICATIONS</u></b>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<b><u>ENQUIRIES</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	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)"
<b><u>CLOSING DATE</u></b>	:	02 August 2019
<b><u>POST 26/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: SHERQ (SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY)</u></b> Directorate: People Practices & Administration Sub-directorate: Health and Wellness
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Appropriate Human Resource/Social Science/Occupational Health and Safety (OHS) 3 year National Diploma or Degree. Experience: Sound knowledge and appropriate experience of the Occupational Health and Safety Act in a Health Facility related environment. Appropriate relevant experience. Inherent requirements 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): Knowledge of the Basic Conditions of Employment. Knowledge of OHS surveys. Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Research, conceptualisation, statistical analysis and facilitation skills. Ability to interpret and apply relevant legislation and regulations. Communication (written and verbal) in at least two of the three official languages of the Western Cape. Appropriate experience in establishment of OHS committees/training of OHS committee members and conducting of safety audits. Understanding of Employee Health and Wellness Framework for the Public Service.
<b><u>DUTIES</u></b>	:	Ensure the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for health and productivity and SHERQ. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Development, implementation and maintenance of monitoring and evaluation tools for the implementation of a Monitoring and Evaluation framework. Coordinate Contract Management of Service Level Agreement for service providers for OHS. Implement and report on key departmental events aligned to National and departmental strategies. Conduct training for employees and implement and maintain OHS committees in the Department of Health on the OHS Act to ensure compliance to OHS Act.

Conduct Safety Audits and reporting. Provide support and guidance to managers and facilities with reference to OHS Act. Supervision and management for staff.

**ENQUIRIES** : Ms M Buis Tel No: (021) 483-5644

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

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

**CLOSING DATE** : 02 August 2019

**POST 26/202** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**  
Directorate: Supply Chain Management Sourcing

**SALARY** : R316 791 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum requirement: Appropriate 3-year procurement and or health-related degree or diploma. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Extensive knowledge of Bid and Contract Management. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

**DUTIES** : (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.

**ENQUIRIES** : Ms R Philander Tel No: (021) 483-8266 or [renee.philander@westerncape.gov.za](mailto:renee.philander@westerncape.gov.za)

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

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

**CLOSING DATE** : 02 August 2019

**POST 26/203** : **CLINICAL PAIA ADMINISTRATOR: INFORMATION MANAGEMENT**  
Directorate: Information Management  
Sub-directorate: Records Management

**SALARY** : R316 791 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Health related qualification. Registration with a professional council: Registrable with SA Nursing Council or other health related professional body. Experience: Appropriate experience in a health related profession. Preference will be given to candidates with Health Quality Assurance experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Ability to manage a transversal function. Adherence to legal prescripts. Understanding of medico-legal risk. Attention to detail. Organisational and networking skills. Good interpersonal and communications skills. Computer literacy.

**DUTIES** : Key areas/outputs: Provide specialised clinical support to the Deputy Information Officer. Assess medico-legal risk in requested records and liaise with medico-legal advisor. Assess the right of access to requested records. Oversee compliance with the PAIA Act and regulations. Draft statutory and management reports and manuals. Conduct liaison and training across the department. Supervise PAIA staff. Supervise and monitor administrative processes.

**ENQUIRIES** : Mr E Reynolds Tel No: (021) 483-4661

**APPLICATIONS** : [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** : 02 August 2019

**POST 26/204** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**  
(12 Month Contract Post)  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : R257 508 per annum plus 37% in lieu of service benefits  
**CENTRE** : Forensic Pathology Services  
**REQUIREMENTS** : A Three Year diploma or (Equivalent) in the relevant field. Experience: Appropriate experience in Human Resource Development and Training. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge of budgetary aspects, as well as project management skills. Above average computer literacy experience in (MS Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Key result areas/outputs: Manage and co-ordinate skills and training interventions. Plan, develop, coordinate, monitor and evaluate the implementation of the Forensic Pathology Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handle all recruitment and selection processes of all interns.

**ENQUIRIES** : Ms S Samodien Tel No: (021) 928-1515  
**APPLICATIONS** : [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** : 02 August 2019

**POST 26/205** : **STERILISATION OPERATOR**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : R122 595 per annum  
**CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain  
**REQUIREMENTS** : Minimum requirement: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchell's Plain.

**ENQUIRIES** : Ms V Naido, Tel No: (021) 370-4479  
**APPLICATIONS FOR ATTENTION** : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505  
**NOTE** : Ms N Jooste  
No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 02 August 2019

**POST 26/206** : **HOUSEHOLD AID**

**SALARY** : R102 534 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital setting. Inherent requirement of the job: Ability to work flexi hours, shifts, weekends and night-duty. Must be physical, mentally and emotionally fit to provide an essential service. Competencies (knowledge/skills): Basic literacy. Ability to participate and work as part of a team. Basic knowledge of cleaning and the cleaning equipment. Must be able

to maintain effective relationships with staff, patients and public. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Effectively delivered environmental hygiene. Participate in activities of the cleaning service. Utilise and manage available human and financial resources to fulfil the operational needs of the clinical area. Effective support to the housekeeper and nursing staff related to example cleanliness of environment and patient meal services. Maintain protective clothing code.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms V Meyer

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

**CLOSING DATE** : 02 August 2019

**POST 26/207** : **LAUNDRY AID**  
West Coast District

**SALARY** : R102 534 per annum

**CENTRE** : Vredendal Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work on Public Holidays. Ability to work and handle laundry machinery and equipment. Competencies (knowledge/skills): Good verbal, reading, numeracy and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Health and Safety prescripts.

**DUTIES** : Provide a professional washing, drying, folding and ironing of linen and other textile services to the institution and clinics. Collect, receive and distribute laundry to and from wards and clinics as well as monitor the quality of work and keep laundry clean. Assist with the mixing of washing chemicals and ensure and maintain hygiene and safety regulation standards. Ensure effective and efficient stock control. Responsible for the emptying of soiled linen bags for sorting, counting, sealing and stacking of packed clean linen bags for dispatch.

**ENQUIRIES** : Mr J Gertze Tel No: (027) 213-2039

**APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION** : Ms ME Tangayi

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

**CLOSING DATE** : 02 August 2019